SONY

A-BDX-100-**11** (1)

Handbook

CLIÉ™

- Sony CLIÉ™ Handheld basic operations
- Entering data in your Sony CLIÉ™ Handheld
- Exchanging and updating data using a HotSync® operation
- Customizing your Sony CLIÉ Handheld (Preferences)
- Exchanging and updating data using a HotSync® operation (Other HotSync® operations)
- Using "Memory Stick®" media
- Beaming
- Using the Calculator and finding records
- Backing up your Sony CLIÉ™ Handheld data
- Protecting your data with a password
- Enhancing features with add-on applications
- Using data with another Sony CLIÉ™ Handheld

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MEMORY STICK ™

Introduction

This “Handbook” explains the basic operations and useful features of your CLIÉ™ handheld.

When using CLIÉ handheld for the first time

The basic features and operations are explained in detail (pages 9-65).

Sony CLIÉ™ Handheld basic operations
Explains the basic operations of your CLIÉ handheld and how to use the applications.

Entering data in your Sony CLIÉ™ Handheld
Explains how to enter data in your CLIÉ handheld.

Exchanging and updating data using a HotSync® operation
Explains how to use your CLIÉ handheld with your computer.

CLIÉ handheld advanced operations

The convenient features and how to make full use of your CLIÉ handheld are explained in detail (pages 66-172).

Customizing your Sony CLIÉ Handheld (Preferences)
Explains how to customize your CLIÉ handheld in a way to suit you.

Exchanging and updating data using a HotSync® operation (Other HotSync® operations)
Explains the methods of HotSync® operations.

Using “Memory Stick®” media
Explains how to use data stored on “Memory Stick” media.

Beaming
Explains how to exchange data with another CLIÉ handheld by beaming.

Using the Calculator and finding records
Explains the calculator and how to find records.

Backing up your Sony CLIÉ™ Handheld data
Explains how to back up the data of your CLIÉ handheld.

Protecting your data with a password
Explains how to assign a password to restrict the use of your CLIÉ handheld or to protect your data.

Enhancing features with add-on applications
Explains how to install additional applications in your CLIÉ handheld.

Using data with another Sony CLIÉ™ Handheld
Explains how to transfer data from your CLIÉ handheld to another CLIÉ handheld.

Refer to the following with this manual together.

Read This First (Operating Instructions)
Please read this manual at the beginning. The manual explains about what you need to prepare prior to operating your CLIÉ handheld, basic operations, or supplied applications in your CLIÉ handheld.

CLIÉ Application Manual (HTML format: Start up on a computer)
The manual explains about how to use the supplied applications in detail. For details on using the manual, refer to “Using CLIÉ Application Manual” in “Read This First (Operating Instructions).”

Troubleshooting Q&A
The manual helps in solving problems that you may face while using your CLIÉ handheld.

Note

Some of the illustrations in this manual (Handbook) may not be consistent with your Sony CLIÉ handheld.

➡ For details on your CLIÉ handheld, refer to “Read This First (Operating Instructions).”

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Sony CLIÉ™ Handheld basic operations

This chapter explains the basic operations of your CLIÉ handheld such as using the stylus, using the Jog Dial™ navigator, locating the components, and how to start the applications.
Menus that are common to the applications, and how to select the font of characters displayed on the screen are also explained.

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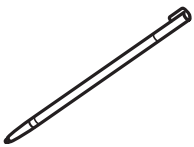
Basic operations

Operating using the stylus and Jog Dial™ navigator.

Using the stylus

What is a stylus?

A stylus is a pen for operating your CLIÉ handheld by directly touching the screen.



Tip

Where is the stylus located?

The stylus is stored in your CLIÉ handheld.

The exact location of the storage varies depending on the model.

➡ For details, refer to “Sony CLIÉ™ Handheld components” of “Read This First (Operating Instructions).”

Note

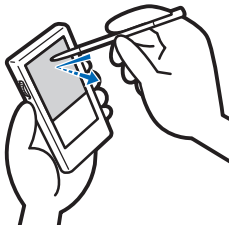
To prevent losing the stylus, always put it back in its holder on your CLIÉ handheld after use.

Continued on next page

You can operate your CLIÉ handheld using the stylus in the following ways.

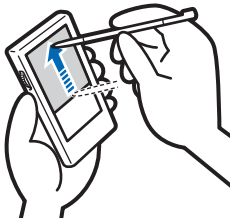
Tapping

Lightly pressing the desired item on the screen with the stylus is called “Tapping.” When entering data with the on-screen keyboard or starting an application, “tap” the desired button or icon with the stylus.



Dragging

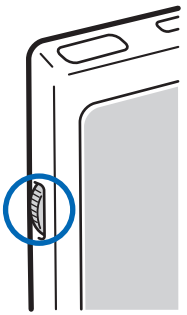
Touching the desired item on the screen with the stylus and moving it along the screen surface is called “Dragging.” Just as you “drag” the mouse on your computer, use the stylus to “drag” the scroll bar to scroll the screen or “drag” characters to highlight them.



Using the Jog Dial™ navigator

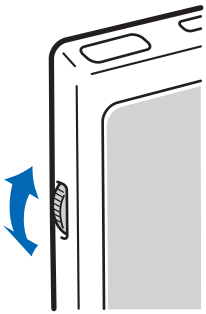
What is the Jog Dial™ navigator?

Your CLIÉ handheld is equipped with a Jog Dial™ navigator (Jog Dial™ navigator is a dial located at the left side of your CLIÉ handheld), which enables you to perform major operations one-handed without the stylus.



Rotating the Jog Dial™ navigator

Rotate the Jog Dial™ navigator to select various items or applications to start.



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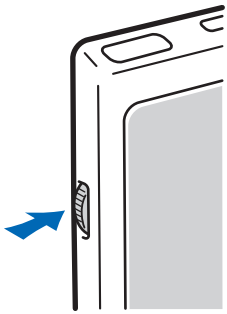
Pressing the Jog Dial™ navigator

Press the Jog Dial™ navigator to determine the item selected or to run the selected application.



Note

The operations you can perform by using the Jog Dial™ navigator vary depending on the application.

➡ For details on the operations of each application, refer to the “CLIÉ Application Manual” on your computer.

Tip

To rotate while holding down the Jog Dial™ navigator

Some applications support operations executed by pressing and rotating the Jog Dial™ navigator.

Starting an application

Software that operates on your CLIÉ handheld to execute a task, such as Date Book, To Do List, or e-mail software, is called "application." You need to start an application when operating your CLIÉ handheld.

Note

For details on starting applications in "Memory Stick" media, refer to page 123.

There may be some system limitations to start applications in "Memory Stick" media in the Application Launcher screen.

Tip

What is the CLIE Launcher screen?

The screen displayed by turning on power and tapping the Home icon is called the Application Launcher screen.

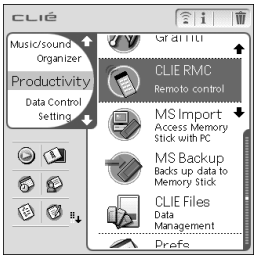
The CLIÉ specific screen "CLIE Launcher" is displayed by the default setting.

Starting an application in the Application Launcher screen ("CLIE Launcher")

1 Tap the Home Icon to display the CLIE Launcher screen.

Continued on next page

2 Rotate the Jog Dial™ navigator to select an application icon and press the Jog Dial™ navigator to start the application.



Tip

You can also tap an application icon in the CLIE Launcher screen to start the application.

Quitting an application

Only one application can be opened and active at a time on your CLIÉ handheld.

The operation to save data is not required when you quit an application.

All work done while working in an application is automatically saved when the application is closed. When you restart the application, the last-saved data will be displayed automatically.

Note

For some applications, you need to operate **Finish** or **Save**.

➔ For details, refer to “CLIÉ Application Manual” on your computer.

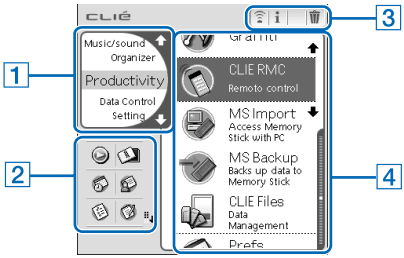
Tip

You can return to the CLIE Launcher screen by keeping pressing the BACK button.

Locating the components

Tip

Tap the Home icon to display the CLIE Launcher screen if it is not displayed.



1 CLIE Launcher group list (Page 17)

Displays the list of the CLIE Launcher groups.

2 Favorite Applications (shortcuts) (Page 21)

You can create shortcuts to applications used frequently.

3 Application manager icon (Page 23)

You can manage your applications. Functions may be added when you install some applications.

4 Application icon list

Displays application names and icons.

CLIE Launcher group

You can sort applications by grouping them.

Note

Applications in a “Memory Stick” media cannot be grouped.

Editing groups

1 Tap the Home icon.

2 Tap the Menu icon.

3 Select **Edit CLIE Launcher Group** from the CLIE Launcher menu.
The **CLIE Launcher Group** setting screen is displayed.

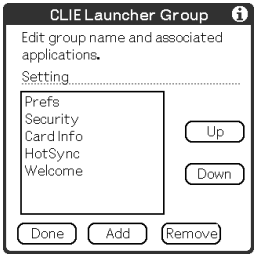
Note

CLIE Launcher groups differ from Palm OS® standard screen categories.

Continued on next page

4 Select a group to edit and tap **Edit**.

The **CLIE Launcher Group** screen is displayed.



Name: You can rename group names.
Ordering applications listed: Select the application and tap **Up** or **Down** to order applications in the CLIE Launcher screen.
Adding applications: Tap **Add** to display the list and select an application to add.
Removing applications: Select an application to remove and tap **Remove**. Applications removed will be listed in the Unfiled group.

Note

The Unfiled group cannot be renamed.

5 Tap **Done**.

The **CLIE Launcher Group** setting screen is displayed.

Continued on next page

6 Tap **Done**.
The **CLIE Launcher** screen is displayed.

Tip

You can add an application to a group by dragging an icon and dropping it in the group on the CLIE Launcher screen when the **Use Drag&Drop** check box on the CLIE Launcher **Preferences** screen (Page 26) is on.

Ordering listed groups

1 Select a group on the **CLIE Launcher Group** setting screen.

2 Tap **Up** or **Down**.
The order of listed groups in the CLIE Launcher screen is changed.

Creating a new group

1 Tap **New** on the **CLIE Launcher Group** setting screen.

2 Enter a new group name and then tap **OK**.

Note

Groups including no application are not listed in the main screen.

Deleting a group

1 Select a group name you want to delete and tap **Delete** on the **CLIE Launcher Group** setting screen.

If the group to be deleted includes an application, the **Delete CLIE Launcher Group** dialog box will be displayed. In the dialog box, tap **Yes** to delete the group. The applications included in the deleted group will be listed in the Unfiled group.

Note

You cannot delete the Unfiled group.

Selecting a group

1 Tap the Home icon.

2 Press the BACK button.

You can now perform operations on the CLIE Launcher Group List screen with the Jog Dial™ navigator.

3 Rotate the Jog Dial™ navigator to select a group.

The application icon at the top of the list in the group will be highlighted.

If you press the Jog Dial™ navigator, the application icon list is displayed.

Tips

- The applications saved in the “Memory Stick” media will be listed in the Card group.
- You can select the next group by tapping the Home icon. You can also tap the ⇧/⇩ icon or group names on the screen to select a group.

Using Favorite Applications (shortcuts)

You can create a Favorite Application (shortcut) for frequently used applications.

Note

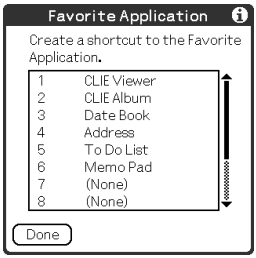
You cannot create a Favorite Application (shortcut) for an application in a “Memory Stick” media.

Creating a Favorite Application (shortcut)

1 Tap the Home icon.

2 Tap the Menu icon.

3 Select **Edit Favorite Applications** from the CLIE Launcher menu.
The **Favorite Application** screen is displayed.



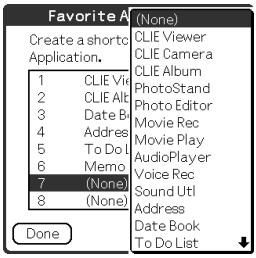
Tip

On the CLIE Launcher screen, you can also tap the empty Favorite Application (shortcut) area to display the **Favorite Application** screen.

Continued on next page

4 Tap a Favorite Application (shortcut) number that you want to assign to an application.

The list of applications will be displayed. Tap the application name to create a Favorite Application (shortcut).



5 Tap **Done**.

Note

When the application added on the Favorite Application (shortcut) is deleted, the Favorite Application (shortcut) will be deleted from the list at the same time.

Tip

You can also create a Favorite Application (shortcut) for an application by dragging an icon and dropping it in the empty shortcut area when the **Use Drag&Drop** check box on the CLIE Launcher **Preferences** screen (Page 26) is on.

To delete a Favorite Application (shortcut)

In step 4, tap a Favorite Application (shortcut) number that you want to delete and select **(None)** at the top of the list.

Tip

You can also delete a Favorite Application (shortcut) for an application by dragging an icon and dropping it in in the upper right of the screen (Page 168) when the **Use Drag&Drop** check box on the CLIE Launcher **Preferences** screen (Page 26) is on.

Application manager icon

You can manage your applications with the application manager icons.

The followings are featured as standard functions.

: Transferring applications

Displays the **Beam** screen (Page 140)

: Displaying the application information (Page 24)

: Deleting applications (Page 168)

Tips

- Functions may be added when you install some applications.
- You can also manage an application by dragging an icon and dropping it in the each application manager icon when the **Use Drag&Drop** check box on the CLIE Launcher **Preferences** screen (Page 26) is on.

Displaying information about applications

1 Tap the Home icon.

2 Tap .
The list of applications is displayed.

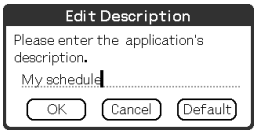
3 Tap an application name whose information you want to display.
The **CLIE Launcher Info** screen is displayed.
Tap **OK** to close the screen.

Tip

You can also display information about an application by dragging an icon and dropping it in at the upper right of the CLIE Launcher screen when the **Use Drag&Drop** check box on the CLIE Launcher **Preferences** screen (Page 26) is on.

Editing Description

Tap **Edit** to display the **Edit Description** screen and enter the new description.



OK button: Change to the description entered.
Cancel button: Cancel the description entered.
Default button: Restore the default description.

Menu List

The following list describes the functions of each menu in the CLIE Launcher screen.

Menus in the CLIE Launcher screen

Delete...	Delete an application. (Page 168)
Beam...	Send an application to another Palm OS PDA device via the IR port. (Page 140)
Edit CLIE Launcher Group	Edit a group of applications. (Page 17)
Edit Favorite Applications	Creating a shortcut to an application. (Page 21)
Info...	Display the version, memory size, and the number of records of an application.
Copy...	Copy an application.

Options menu in the CLIE Launcher screen

Preferences...	Set CLIE Launcher. **Show Expansion Cards** Check the box to display the applications in the "Memory Stick" media. (Default: **On**) **Display Animation** Check the box to smooth the on-screen motion such as scrolling operation. (Default: **On**) **Use Drag&Drop** Check the box to enable Drag & Drop operation. (Default: **Off**) **Use Beam Icon To Beam Only** (available only when there is a communication facility other than beaming) Check the box to display the Beam screen automatically when you tap the Beam icon. (Default: **Off**) **Display** Icon: Displays a simple description for any application. Icon (Small): Displays a simple description for an application that is highlighted. (Default: **Icon**)
Go To Standard View	Switch to the Palm OS standard screen. (Page 27)
About Applications	Displays information about the version of the CLIE Launcher application.

Switching to the Palm OS standard screen

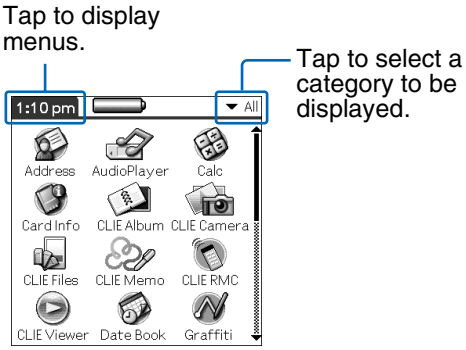
Your CLIÉ handheld is initially set to display the CLIE Launcher screen when you tap Home icon. To switch to the Palm OS standard screen, follow the procedure below.

1 Tap the Home icon.

2 Tap the Menu icon.

3 Tap **Go To Standard View** from the **Options** menu.

The screen will be switched to the Palm OS standard screen.



Tip

You can display categories in sequence by tapping the Home icon.

Note

Palm OS standard screen categories differ from CLIE Launcher groups.

Switching to the CLIE Launcher screen

1 Tap the Home icon.

2 Tap the Menu icon.

3 Tap **Go To CLIE Launcher View** from the **Options** menu.
The screen will be switched to the CLIE Launcher screen.

Starting an application

Note

For details on starting applications in "Memory Stick" media, refer to page 123.

There may be some system limitations to start applications in "Memory Stick" media in the Application Launcher screen.

Starting an application by selecting with the Jog Dial™ navigator

1 Tap the Home icon to display the Palm OS® standard screen.

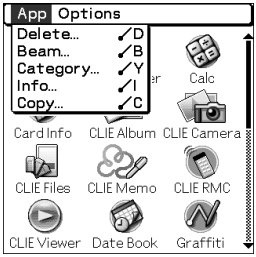
2 Rotate the Jog Dial™ navigator to select the application you want to start and press the Jog Dial™ navigator.

Changing the preferences of the start-up screen for the Jog Dial™ navigator operation

Set the preferences so that rotating the Jog Dial™ navigator displays a list of applications on the left side of the screen.

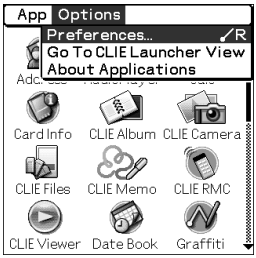
1 Tap the Menu icon on the Palm OS standard screen.

The menu is displayed.



2 Tap **Preferences** from the **Options** menu.

The **Preferences** screen is displayed.



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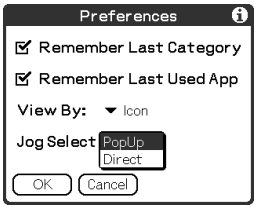
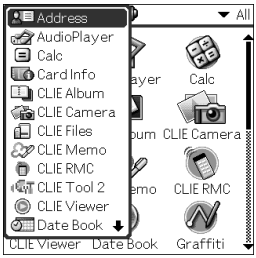
3 Tap the arrow ▼ next to **Jog Select** and select **Popup**.



4 Tap **OK**.

When the Jog Dial™ navigator is rotated, the list of applications are automatically displayed on the left of the screen.



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Starting an application by tapping an application icon

1 Tap the Home icon to open the Palm OS standard screen.

2 Tap the icon of the application you want to start.

Changing the display style of the Palm OS standard screen

On the Palm OS standard screen, you can display applications in the list format or in the small-icon format. You can also set to display your favorite category or last-used application when the Palm OS standard screen is displayed.

Application icons are displayed by the default setting.

1 Tap the Home icon.

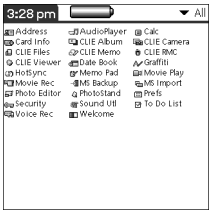
2 Tap the Menu icon.

3 Tap **Preferences** from the **Options** menu.

4 Tap the arrow ▼ next to the right of **View By** and select **List**, **List (Small)** or **Icon (Small)**.

5 Tap **OK**.

List view



List (Small) view

Icon (Small) view

Setting to display the last-opened category or the last-used application when the Palm OS standard screen is displayed

1 Tap the Home icon.

2 Tap the Menu icon.

3 Tap **Preferences** from the **Options** menu.

4 Tap the **Remember Last Category** check box or **Remember Last Used App** check box to select.

The check boxes are marked by the default setting.

5 Tap **OK**.

Note

Applications are not recognized as the last-used applications and categories in the following cases.

- Pressing an application button to start an application.
- Switching the screen from the **Palm OS standard view** to the **CLIE Launcher view**.

Displaying application by category

You can set to display applications on the category basis.

Categorizing applications

1 Tap the Home icon.

2 Tap the Menu icon.

3 Tap **Category** from the **Application** menu.

4 Tap the arrow ▼ next to each application and select the category.

Note

To create a new category, tap the arrow ▼ at the upper right of the Application Launcher screen and then tap **Edit Categories** to open the **Edit Categories** dialog box.
And tap **New**, enter a category name, and tap **OK**. Tap **OK** again when the new category is added.

5 Tap **Done**.

Displaying category-wise

1 Tap the Home icon.

2 Perform either of the following operations.

- Repeatedly tap the Home icon or repeatedly press the Jog Dial™ navigator to display the categories in sequence.
- Tap the arrow ▼ in the upper right of the screen and select the category you want to display.

Tip

If you select **All**, all applications are displayed on the Palm OS standard screen.
It is convenient to select **All** when you start an application with the Jog Dial™ navigator.

Note

CLIE Launcher groups differ from Palm OS® standard screen categories.

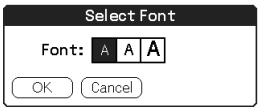
Changing fonts

You can change the font style in applications such as Date Book or Address Book according to your preferences. A font style can be assigned to each application.

1 Start an application whose font style you want to change.

2 Tap the Menu icon.
The menu is displayed.

3 Tap **Font** from the **Options** menu.
The **Select Font** dialog box is displayed.



4 Tap the font style you want to set.

5 Tap **OK**.
The text in the application is displayed in the selected font style.

Note

Font style is not available for all the application.

Common menus

The following list describes the function of each menu that is common for the CLIÉ handheld applications such as Date Book, Address, To Do List, and Memo Pad.
To display the menu, tap the Menu icon while starting the application.
For menus that are specific to an application, refer to descriptions of menus for each application.

Note

Some menus may not be displayed depending on the display style.

Edit Menu

Undo	Reverses the action of the last edit command. For example, if you used **Cut** to remove text, **Undo** restores the text you removed.
Cut	Removes the selected text and stores it temporarily in the memory of your CLIÉ handheld. You can paste the text you cut into another area of the current application or into other applications.
Copy	Copies the selected text and stores it temporarily in the memory of your CLIÉ handheld. You can paste the text that you copied into another area of the current application or into other applications.
Paste	Inserts the text that you cut or copied at the selected point. If you did not previously cut or copy text, paste does not work.
Select All	Selects all of the text in the current record or screen. This function enables you to cut or copy all of the text and paste it at the selected point.

Continued on next page

Keyboard	Opens the on-screen keyboard.
Graffiti Help	Opens the list of the Graffiti® character strokes. You can view a stroke for a character as needed.

Entering data in your Sony CLIÉ™ Handheld

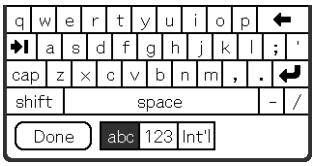
This chapter explains how to enter data in your CLIÉ handheld.

Entering data in your Sony CLIÉ™ Handheld . . . 41
Practicing entering data using the on-screen keyboard 42
Using Graffiti® writing to enter data 45

Entering data in your Sony CLIÉ™ Handheld

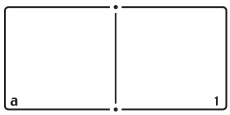
On-screen keyboard (Input panel) (42 page)

Enter the data by tapping the keyboard displayed on the screen.



Graffiti (45 page)

Enter data using the freehand input characters called Graffiti. Once you get used to entering data using Graffiti, it is much faster than entering data with the on-screen keyboard.



Practicing entering data using the on-screen keyboard

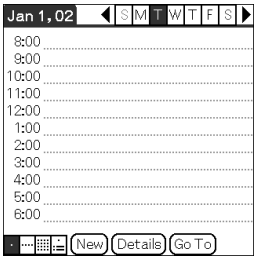
You can enter data using the stylus of your CLIÉ handheld.

Entering data

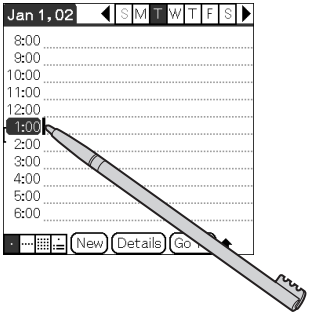
To enter data, software (an application) that is compatible with your CLIÉ handheld is required. Follow the steps below to practice entering data using the Date Book application.

1 Tap the Date Book icon on the Application Launcher screen.

Date Book starts up. Today's schedule is displayed.



2 Tap the time line in the Date Book screen.



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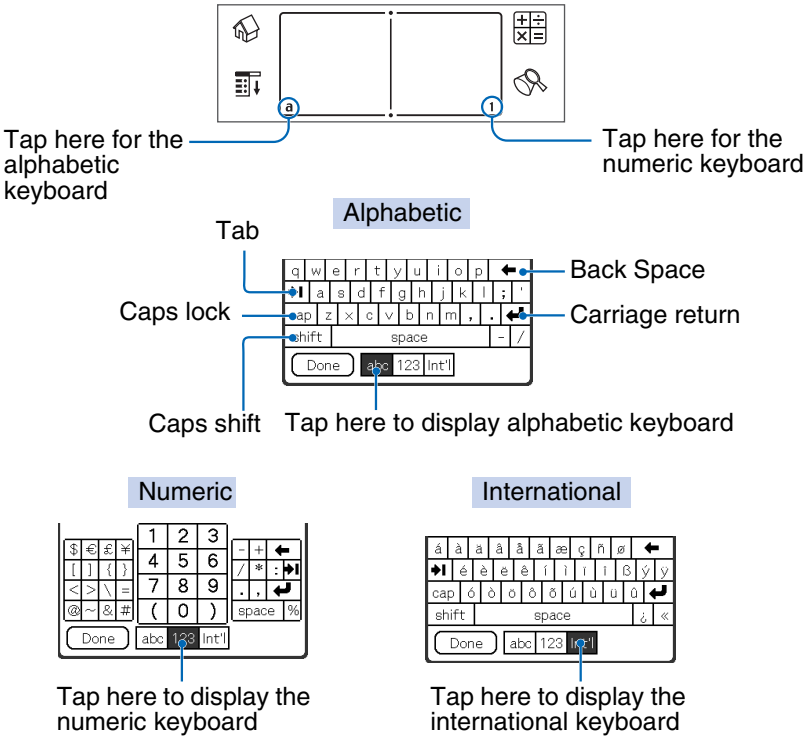
3 Tap “a” to open the alphabetic keyboard, or tap “1” to open the numeric keyboard.

The selected keyboard is displayed.

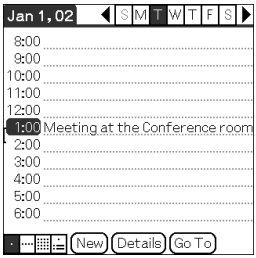


4 Select the desired keyboard and tap the characters to enter text and numbers.

You can use the on-screen keyboard in the same way as in the keyboard of your computer. To enter a capital letter, tap cap and then tap the character button. To delete a character, tap ←.

Continued on next page

5 After you finish, tap **Done** to close the on-screen keyboard and place the text in the record.



Using Graffiti® writing to enter data

This section describes the procedures for creating letters, numbers, punctuations, and symbols, and teaches you some Graffiti® tips and tricks.

What is Graffiti writing?

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti writing includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble the upper case letters of the regular alphabet, which makes Graffiti writing easy to learn.

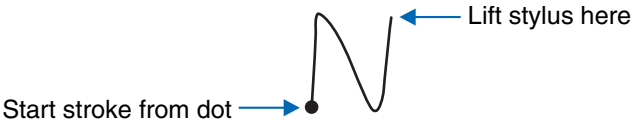
(Graffiti writing examples A, B, C, D, E)

Entering characters with a single stroke

Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your CLIÉ handheld recognizes and displays the text character immediately.
To allow you to write an entire character with a single stroke, some Graffiti strokes are portions of the regular alphabet equivalents.

The dot on each shape shows where to begin the stroke

Certain characters have similar shapes, but different beginning and end points. Always begin the stroke from the dot.

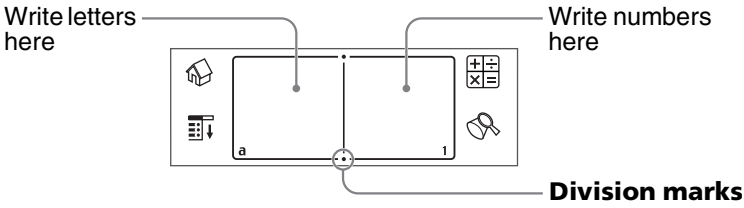


Note

You need not create the dot; it is only there to show you where to begin the stroke.

The area for writing letters and numbers are different

The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area separate the two areas.



Graffiti character list

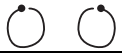
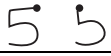
Alphabets

A		**J**	
B		**K**	
C		**L**	
D		**M**	
E		**N**	
F		**O**	
G		**P**	
H		**Q**	
I		**R**	

Continued on next page

S		**W**	
T		**X**	
U		**Y**	
V		**Z**	

Numbers

0		**5**	
1		**6**	
2		**7**	
3		**8**	
4		**9**	

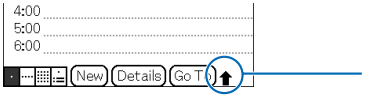
Keyboard symbols

Space		**Period**	**Tap twice**
Back Space		**Shift**	
Carriage Return		**Caps**	

To write capital letters

Shift to caps to make capital letters with the same stroke shapes as the basic alphabet characters.

- To draw the first letter of a word as a capital letter
  Use the Caps Shift stroke ↑.

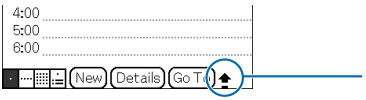


To return to the lower case, use the BackSpace stroke ←.

Note

When you create a new sentence or a new record (by tapping New or a blank line), the first letter is automatically capitalized.

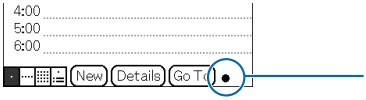
- To enter only capital letters (Caps Lock)
  Use the Caps Lock stroke ↑↑.



To return to the lower case, use the Caps Shift stroke ↑.

Writing punctuation marks

Make a single tap on the Graffiti writing area to activate Punctuation Shift. The next stroke you make anywhere in the Graffiti area (the letters or numbers side) creates a punctuation mark.



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(.) Period		(—) Dash	
(,) Comma		(( ) Left Paren	
(') Apostrophe		( )) Right Paren	
(?) Question		(/) Slash	
(!) Exclamation		($) Dollar	
(@) At		(\) Back slash	
(#) Number		({) Left brace	
(%) Percent		(}) Right brace	
(^) Circumflex		([) Left square bracket	
(&) Ampersand		(]) Right square bracket	
(*) Asterisk		(~) Swung dash	
(<) Left angle bracket		(`) Grave accent	
(>) Right angle bracket		(;) Semicolon	
(_) Under bar		(:) Colon	
(〃) Ditto		Tab	

To undo punctuation shift

Enter ⟵ (Back Space).

Writing symbols and extended characters

Make a Symbol Shift stroke ↖ on the Graffiti writing area to activate Symbol Shift. The next stroke you make creates a symbol or extended character.

(•) Bullet	•	**x**	
(™) Trademark		**÷**	
(®) Registered		**=**	
(©) Copyrighted		**(¢) Cent**	
(‘) Left single quotation		**(¥) Yen**	
(’) Right single quotation		**(£) Pound**	
(“) Left double quotation		**(€) Euro**	
(”) Right double quotation		**¿**	
(§) Section		**¡**	
(°) Degree		**ß**	
+		**µ**	
–		***f***	
		ø	

To undo symbol shift mode

Enter ← (Back Space).

Writing accented characters and non-English characters

To create accented characters, draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

To enter "é," for example, draw and then .

à è ì ò ù		á é í ó ú ý	
â ê î ô û		ã õ ñ	
ä ï ö ü ÿ		å	

To write non-English characters

You can write the following characters without any special punctuation or shifting:

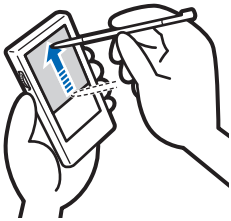
ç		æ	

Note

You must write these non-English characters on the left side of the Graffiti writing area.

Displaying the Graffiti on-screen help

Drag the stylus from the bottom of the writing area to the top of the screen. Graffiti Help opens a series of screens that show the complete Graffiti character set.



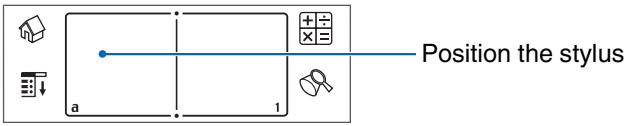
Entering characters with Graffiti

1 Tap the Date Book icon on the Application Launcher screen.
Date Book starts. Today's schedule is displayed.

2 Tap the time line in the Date Book screen.

3 Use the tables on the previous pages to find the stroke shape for the letter you want to create.
There are two different stroke shapes available for some letters. For those letters, choose the one that is easier for you. You use the same shape to create both the upper case and lower case version of a letter.

4 Position the stylus in the left-hand side of the Graffiti writing area. Start your stroke at the dot and draw the stoke shape as it appears in the tables.



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5 Lift the stylus from the screen at the end of the stroke shape.

When you lift the stylus from the screen, your CLIÉ handheld recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Note

You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your CLIÉ handheld does not recognize them as text characters.

Notes on writing Graffiti characters

- Recognition accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.

Using Navigation stroke and shortcuts

You can navigate within the fields of your application and also quickly enter symbols that are frequently used, by entering the navigation strokes and shortcuts with Graffiti.

Using navigation strokes

Move cursor right	
Move cursor left	
You can copy or delete data (The features you can select vary depending on settings.)	
Go to the previous field (Address Book only)	
Go to the next field (Address Book only)	
Open Address Record (Address Book only)	

Using Shortcuts

There are four types of Graffiti Shortcuts.

To use a Shortcut, draw the Shortcut stroke followed by the Shortcut characters.

When you draw the Shortcut stroke, the Shortcut symbol appears at the insertion point to show that you are in Shortcut mode.

The following are the Graffiti Shortcuts that are registered in your CLIÉ handheld:

Date stamp	**ds**
Time stamp	**ts**
Date/time stamps	**dts**
Meeting	**me**

Breakfast	**br**
Lunch	**lu**
Dinner	**di**

For example, when you enter the dts using the Graffiti Shortcut, you can enter the current date and time.

Tip

You can also create your own Shortcuts (page 85).

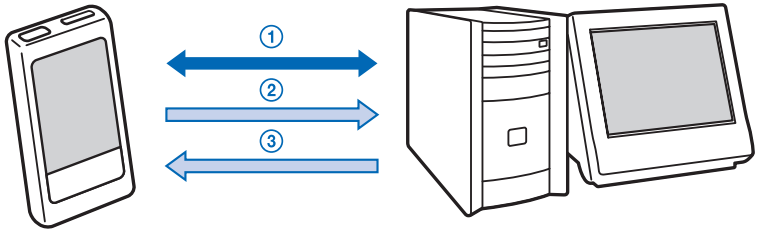
Exchanging and updating data using a HotSync® operation

This chapter explains how to perform a HotSync® operation with your computer.

What is a HotSync® operation? 58
Performing a HotSync® operation 60
Using the Palm™ Desktop for CLIÉ software . . . 62

What is a HotSync® operation?

A HotSync® operation is a one-step operation that enables you to synchronize data between your CLIÉ handheld and your computer. With just one press on the HotSync button, you can synchronize your CLIÉ handheld application data with the Palm™ Desktop for CLIÉ software data on your computer, back up the data of your CLIÉ handheld on your computer, or install add-on applications.



① Synchronizing the data between your CLIÉ handheld and your computer

Synchronizes the data of the Date Book, Address Book, To Do List, and Memo Pad between your CLIÉ handheld and your computer. You can manage the data of multiple CLIÉ handhelds separately using the Palm™ Desktop for CLIÉ software.

② Saving back up data on your computer

Automatically creates the back up data of your CLIÉ handheld on your computer. Should you delete data by accident, or data be deleted by battery shut-off, or you need to perform a hard reset, a HotSync® operation allows you to restore the data using the back up data in your computer.

For details on backing up data, refer to page 150.

Continued on next page

Tip

You can create the back up data of your CLIÉ handheld in "Memory Stick" media. For details, refer to "Backing up data to a "Memory Stick" media using the Memory Stick Backup application" (151 page).

③ Using the data created in Microsoft® Windows® applications in your CLIÉ handheld

Import or Export the data between a Windows application on your computer and your CLIÉ handheld.

The compatible file formats that you can import/export with the Palm™ Desktop for CLIÉ software

- Comma/Tab delimited (*.csv, *.txt, *.tab, *.tsv)
- Text file (*.txt)
- vCal (Date Book) file (*.vcs)
- vCard (Address) file (*.vcf)
- Date Book archive of the Palm™ Desktop for CLIÉ software (*.dba)
- Address Book archive of the Palm™ Desktop for CLIÉ software (*.aba)
- To Do List archive of the Palm™ Desktop for CLIÉ software (*.tda)
- Memo Pad archive of the Palm™ Desktop for CLIÉ software (*.mpa)

* The words in parentheses are file extensions. Archive is a unit that gathers associated files.

➡ For details on importing/exporting data, refer to the Help menu of Palm™ Desktop for CLIÉ software.

Performing a HotSync® operation

To perform a HotSync® operation, the Palm™ Desktop for CLIÉ software must be installed in your computer and the cradle should be connected to the computer.

➔ For details on how to prepare for a HotSync® operation, follow the procedure of "Setting up your CLIÉ™ handheld" of "Read This First (Operating Instructions)."

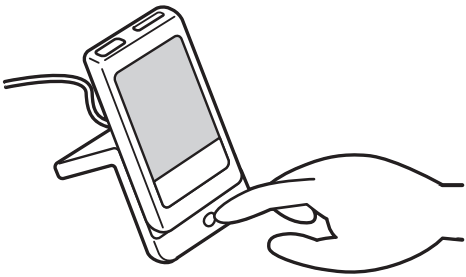
Performing a HotSync® operation with the cradle (Local HotSync®)

Performing a HotSync® operation with the cradle is called Local HotSync®.

1 Place your CLIÉ handheld on the cradle.

2 Press the HotSync button on the front panel of the cradle.

The HotSync® operation starts.



When the HotSync® operation is complete, a message showing the HotSync® completion is displayed on your CLIÉ handheld.

Continued on next page

Note

Do not remove your CLIÉ handheld from the cradle until the HotSync® operation is complete as the Palm™ Desktop for CLIÉ software may not be quit normally.

If the HotSync® operation does not start

Make sure that the HotSync icon is displayed in the Windows task tray.

If the HotSync icon is not displayed in the task tray, click **Start**, **Programs** (**All Programs** in Windows® XP), **Sony Handheld**, and **HotSync Manager**. Check that the HotSync icon is displayed in the task tray and press the HotSync button on the cradle to start the HotSync® operation.

The message is displayed on your computer screen when the HotSync® operation starts.

* From this point, when Windows XP Home Edition and Windows XP Professional are common, they will both be referred to as Windows XP.

Tip

When you cannot perform a HotSync® operation

Refer to “Troubleshooting Q&A.”

Using the Palm™ Desktop for CLIÉ software

The Palm™ Desktop for CLIÉ software enables you to view the data, which is transferred from your CLIÉ handheld by the HotSync® operation, on your computer.
Additionally, the Palm™ Desktop for CLIÉ software has the same functions as the Date Book, Address Book, To Do List, and Memo Pad applications so that you can enter or modify schedules or address data on your computer and export data to your CLIÉ handheld.

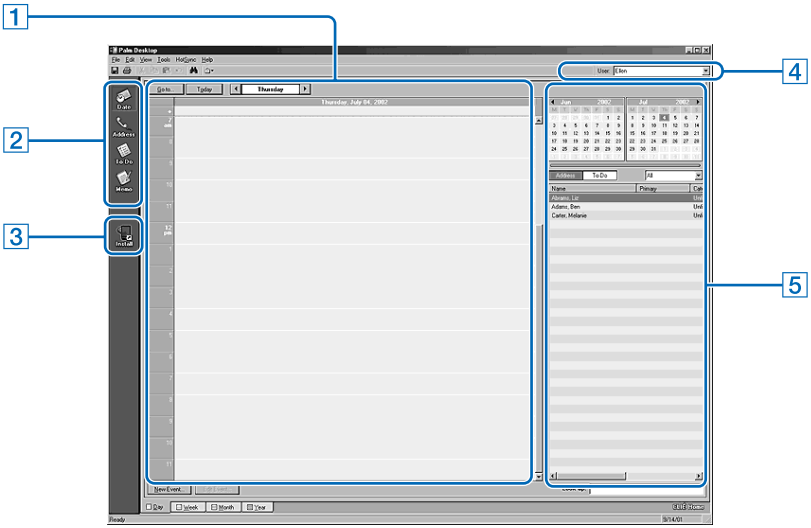
Starting the Palm™ Desktop for CLIÉ software

1 Double-click the Palm™ Desktop for CLIÉ software icon on the Windows desktop.
Or click **Start**, select **Programs** (**All Programs** in Windows XP), **Sony Handheld**, and **Palm™ Desktop for CLIÉ** software.
The Palm™ Desktop for CLIÉ software starts.

Tip

To quit the Palm™ Desktop for CLIÉ software
Click the close button at the upper right corner of the screen or select **Exit** from the **File** menu.

Locating the Palm™ Desktop for CLIÉ software components



1 List pane

Displays the records in the current Desktop application.

2 Application Launch bar

Click an icon to open the associated application.

3 Install Tool icon

Click this icon to display the **Install Tool** dialog box. You can install applications from your CLIÉ handheld with a HotSync® operation. For details, refer to “Installing” on page 165.

4 User selector

Displays the user name of the current information.

Continued on next page

5 Record pane

Displays full details of the record that is selected in the List pane. The information displayed here is the same as that displayed on your CLIÉ handheld's **Details** screen.

Basic operations of the Palm™ Desktop for CLIÉ software

Click the icon of the application you want to use. The screen switches to the selected application screen.

Basic operations for each application are the same as those of the corresponding CLIÉ application. For details on operations, refer to the Palm™ Desktop online help. To display the online help, select Palm™ Desktop Help from the Help menu.

Tip

Changing the user name of your CLIÉ handheld

① **In the Palm™ Desktop for CLIÉ window, click Users from the Tools menu.**

The **Users** dialog box is displayed.

② **Click the user name you want to change and click Rename.**

③ **Enter a new user name and click OK.**

Your CLIÉ handheld user name is changed at the next HotSync® operation.

Continued on next page

When using the Microsoft® Windows® XP operating system

When you start Palm™ Desktop for CLIÉ software on your computer and select **Custom**, **File Link**, **View Log**, or **Setup** from the HotSync menu, the configuration window may open behind the Palm™ Desktop for CLIÉ software window.

In this case, bring the configuration window to front by performing one of the followings.

– Press the Alt and Tab keys at the same time.

– Click the HotSync icon at the lower right on the Windows task tray.

Customizing your Sony CLIÉ Handheld (Preferences)

This chapter explains how to customize your CLIÉ handheld by changing the Preferences settings.

What you can do with Preferences 67
Adding/Changing the preference for the modem 69
Changing the Network preferences 71
Assigning applications to application buttons 82
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What you can do with Preferences

The Preferences screen enables you to customize the configuration options on your CLIÉ handheld.
Setting options may be added by installing new application or software for peripheral devices.

Settings	Details
ShortCuts	Defines a list of Graffiti® abbreviations. For details, refer to page 85.
Digitizer	Calibrates the screen on your CLIÉ handheld. For details, refer to page 95.
Network	Sets the Internet connection configuration. For details, refer to page 71.
Buttons	Customizes applications assigned to application buttons and a HotSync button, or the full-screen pen stroke activities. For details, refer to page 82~84.
General	Sets the general configurations such as system sound, LED feature* or auto shut-off interval. (*May not work in some models.) For details, refer to page 91~94.
Owner	Sets the owner information such as name or phone number. For details, refer to page 155.
Formats	Sets the formats for time or date. For details, refer to page 86.
Connection	Sets the configuration for the mobile communication adapter or modem. For details, refer to page 69.
Date & Time	Sets the current date, time, time zone, daylight saving configuration. For details, refer to page 88.

Tip

For the setting options not mentioned in the list, refer to “Read This First (Operating Instructions).”

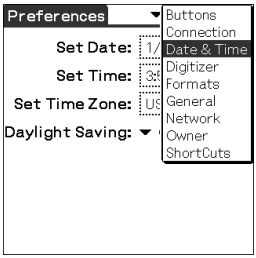
Displaying the Preference screen for each menu

1 Rotate the Jog Dial™ navigator to select the Prefs icon on the Application Launcher screen and press the Jog Dial™ navigator.
The **Preferences** screen is displayed.

Tip

You can also tap the Prefs icon to display the **Preferences** screen.

2 Tap the arrow ▼ in the upper right of the screen and select the **Preferences** menu you want to configure.



Adding/Changing the preference for the modem

You can customize the preference for a modem to be connected to your CLIÉ handheld. The applications using the modem comply with this preference.

1 Tap the arrow ▼ in the upper right of the **Preferences** screen and select **Connection**.

2 Tap **New**.
To change the existing preference, tap the preference you want to change and **Edit**.

3 Enter the connection name in **Name**.
Enter the name that is recognizable.

4 Tap the arrow ▼ next to **Connect to** and select how you connect your CLIÉ handheld to your computer.

5 Tap the arrow ▼ next to **Via** and select what you use to connect your CLIÉ handheld to your computer.

When you select a modem for **Connect to**

① Tap the arrow ▼ next to **Dialing** and select the type of line you want to use.
Usually, select **TouchTone™**.
Do not select **Rotary**, except when you are sure that the telephone service being used is not **TouchTone™**.

② Tap the arrow ▼ next to **Volume** and select the volume of the modem speaker at the time of connection.

③ Tap **Details**.

④ Tap the arrow ▼ next to **Speed** and select the maximum speed for the transmission between the modem and CLIÉ handheld.

⑤ Tap the arrow ▼ next to **Flow Ctl** and select the flow control of the modem connection.
Usually, select **Automatic**.

⑥ Enter the modem initialization command in the **Init String**.
By default, it is set to either **AT&FX4** or **ATZ**. If the modem initialization command is not specified on the modem, it is not required to change.

⑦ Tap **OK**.

Continued on next page

6 Tap **OK**.

The configuration for the modem is changed and the **Preferences** screen is displayed.

Note

For the settings specific to each peripheral device, refer to the manual of each peripheral device.

Selecting a service template

You can customize the Service setting to select the service template for your Internet Service Provider or a dial-in server.

1 Tap the arrow ▼ in the upper right of the **Preferences** screen and select **Network**.
The **Network Preferences** screen is displayed.

2 Tap the arrow ▼ next to **Service** and select the service template (**Internet Service Provider name**) you want to use.

Tip

- To add the new service template, select **New** from the **Service** menu.
  When the Internet Service Provider name you want to use is not displayed in the list, tap the area showing the service template, or select **New** from the **Service** menu, and enter the new Internet Service Provider name.
  You can create multiple service templates for your Internet Service Provider. You need to name them so that those service templates are uniquely identified, such as “So-net1” and “So-net2.” It is useful when you creatively use your Internet Service Provider by access point or setting.
- When you want to copy an existing service template without change, select **Duplicate** from the **Service** menu.

Entering a user name

The User Name setting identifies the name you use when you log into your Internet Service Provider or dial-in server.

1 On the **Network Preferences** screen, tap **User Name** field.

2 Enter your user name.

Notes

- Although this field can contain multiple lines of text, only two lines appear on-screen.
- Most dial-in servers do not accept spaces in the user name.

Entering a password

The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your CLIÉ handheld prompts you to enter a password each time you log into your network:

- If you do not enter a password, your CLIÉ handheld displays the word **-Prompt-** in this field and asks you to enter a password during the log in procedure.
- If you enter a password, your CLIÉ handheld displays the word **-Assigned-** in this field and does not prompt you to enter a password during the log in procedure.

Note

If you are concerned about security, select the Prompt option and do not enter a password.

1 On the **Network Preferences** screen, tap the **Password** field.

2 Enter the password you use to log into your server.

3 Tap **OK**.
The **Password** field updates to display the word **-Assigned-**.

Selecting a connection

Use the Connection setting to select the method you want to use to connect to your Internet Service Provider or a dial-in server.

1 On the **Network Preferences** screen, tap the arrow ▼ next to **Connection** and select **Standard Modem**.

Adding telephone settings

When you select the **Phone** field, your CLIÉ handheld opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

Note

The **Phone Setup** dialog box works correctly for **AT&T** and Sprint long-distance services. However, because MCI works differently, MCI customers need to put the calling card number in the **Phone #** field and the phone number in the **Use calling card** field.

1 On the **Network Preferences** screen, tap the **Phone** field.
The **Phone Setup** screen is displayed.

2 Enter the phone number for your ISP or dial-in server in the **Phone #** field.

3 Change the following settings if necessary:

① Enter the telephone number used to access the modem.
If necessary, enter a dial prefix (such as "9") to access an outside line, and tap the **Dial prefix** check box. You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two second pause.

② If the phone line you are using for your CLIÉ handheld has Call Waiting, select the **Disable call waiting** check box to avoid an interruption during a modem HotSync® operation.

Note

Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

Continued on next page

③ If you want to use a calling card to place the call, select the **Use calling card** check box and enter the calling card number.

Tip

There is usually a delay before you enter your calling card number. Consequently, add at least three commas before your calling card number to compensate for the delay.

4 Tap **OK**.

Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. Use the **Details** dialog box to add additional information to a selected service template.

To select a connection type

1 On the **Network Preferences** screen, tap the service field.

2 Tap **Details**.
The **Details** screen is displayed.

3 Tap the arrow ▼ next to **Connection type** and select one of the following connection types.
- **PPP**: Point-to-Point Protocol
- **SLIP**: Serial Line Internet Protocol
- **CSLIP**: Compressed Serial Line Internet Protocol

Tip

If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Continued on next page

4 Tap the arrow ▼ next to **Idle timeout** and select one of the following options.

- **1 Minute**: Waits one minute before dropping the connection when you open another application that does not use the network.
- **2 Minutes**: Waits two minutes.
- **3 Minutes**: Waits three minutes.
- **Never**: Keeps your PPP or SLIP connection until you turn off your CLIÉ handheld (or until it times out).
  Note that this option will be more costly than others.

5 Tap the **Query DNS** check box to deselect it.

6 Enter the IP address for the Primary and Secondary DNS (Domain Naming System).
Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

7 If you need to enter the CLIÉ handheld's IP Address, tap the **IP Address** check box to uncheck the selection and display a permanent IP address field below the check box.
Normally, you do not have to enter this IP address. If you are not sure, select Automatic and go to step 9.

8 Enter the CLIÉ handheld's IP Address.

9 Tap **OK**.

Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing the information. After you create a new or duplicate template, you can add and edit settings.

To duplicate an existing service template

1. On the **Network Preferences** screen, tap the arrow ▼ next to **Service** and select the predefined service template you want to duplicate.
2. Tap the Menu icon.
3. Tap **Duplicate** from the **Service** menu.
   A copy of the service template (**The name of an original service template** + **Copy**) is added to the drop-down list for the Service field.

To delete a service template

You can delete an existing service template.

1. On the **Network Preferences** screen, tap the arrow ▼ next to **Service** and select the predefined service template you want to delete.
2. Tap the Menu icon.
3. Tap **Delete** from the **Service** menu.
   The **Delete Service** dialog box is displayed.
4. Tap **OK**.
   The selected service template is deleted.
   When you want to cancel deleting, tap **Cancel**.

Creating log in scripts

A log in script is a series of commands that automates logging in to a network server, such as your corporate network or your Internet Service Provider (ISP). You can also use non-ASCII characters or literal characters for Log in Scripts.

➔ For details, refer to "Non-ASCII Characters for Log in Scripts" on page 80.

Note

Depending on the type of mobile communication adapter and communication adapter (sold separately), there may be cases when there is no need to create a log in script.

➔ For details on accessories that are not supplied, please refer to "Read This First (Operating Instructions)."

1 On the **Network Preferences** screen, tap the service field.

2 Tap **Details**.
The **Details** screen is displayed.

3 Tap **Script**.
The **Log in Script** screen is displayed.

4 Tap the arrow ▼ next to **End** and select one of the following commands.
If the command requires additional information, a field appears to the right of it for you to enter the information.

Wait For	Tells your CLIÉ handheld to wait for specific characters from the TCP/IP server before executing the next command.
Wait For Prompt	Detects a challenge-response prompt coming from the server and displays the dynamically generated challenge value. Then enter the challenge value into your token card, which in turn generates a response value for you to enter on your CLIÉ handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.

Continued on next page

Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the User ID information entered in the User ID field of the **Network Preferences** screen.
Send Password	Transmits the password entered in the Password field of the **Network Preferences** screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
Delay	Tells your CLIÉ handheld to wait a specific number of seconds before executing the next command in the log in script.
Get IP	Reads an IP address and uses it as the IP address for your CLIÉ handheld. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
End	Identifies the last line in the log in script.

5 Repeat step 4 until the log in script is complete.

6 Tap **OK**.
The **Details** screen is displayed.

7 Tap **OK**.
The **Network Preferences** screen is displayed.

Non-ASCII Characters for Log in Scripts

The following information enables you to create custom log in scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom log in script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If you send ^char, and the ASCII value of character is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31.

For example, ^M is converted to a carriage return.

If character is a value between A and Z, then the character sequence is translated to a single-byte value between 1 and 26. If character is any other value, then the character sequence is not subject to any special processing. For example, the string “Joe^M” transmits Joe, followed by a carriage return.

Carriage return and line feed

You may include carriage return and line feed commands as part of the log in script, when they are entered in the following format.

- <**cr**> : Sends or receives a carriage return
- <**lf**> : Sends or receives a line feed

For example, the string “waitfor Joe<cr><lf>” waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

Literal characters

The backslash (\ ) character defines that the next character is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

- \^ : Includes a caret as part of the string
- \< : Includes a < as part of the string
- \ \ : Includes a backslash as part of the string

Using the Network preferences menus

This section describes the menu commands specific to network preferences. For the menu commands that are common for the CLIÉ handheld applications, refer to “Common menus” on page 38.

Service menus

New	Creates a new service template.
Delete...	Deletes the current service template.
Duplicate	Duplicates the current service template.

Options menus

View Log	Displays the **Network Log** that lists the history of your Internet connection. Tap **Done** to close the **Network Log** screen.

Assigning applications to application buttons

You can assign your favorite applications to the application buttons on the front panel of your CLIÉ handheld.

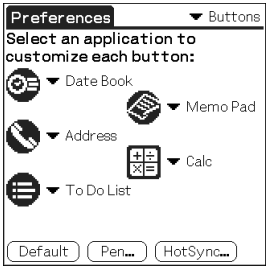
For example, you can assign the To Do List button to start Calculator.

The position of the application buttons varies depending on the model.

➡ For details, refer to “Locating the parts of your Sony CLIÉ Handheld” in “Read This First (Operating Instructions).”

1 Tap the arrow ▼ at the upper right of the **Preference** screen and select **Buttons**.

The **Buttons Preferences** screen is displayed.



(Default screen)

2 Tap the arrow ▼ next to a button and select the application you want to assign.

The application button is changed to what you assigned.

To start the original applications

When you assigned another application to the button, start the original application on the Application Launcher screen.

To reset to the default settings

Tap the **Default** in step 2.

All application buttons are reset to their factory settings.

Customizing the full-screen pen stroke activities

You can customize the assignment of the full-screen pen stroke.

Drag the stylus from the bottom of the writing area to the top on the screen.

By default, the full-screen pen stroke activates the Graffiti® Help.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **Buttons**.

2 Tap **Pen**.
The **Pen** screen is displayed.

3 Tap the arrow ▼ next to **Graffiti Help** and select the setting for the full-screen pen stroke.

Backlight	Turns on the backlight of your CLIÉ handheld without using the POWER button.
Brightness	Opens the **Adjust Brightness** screen.
Keyboard	Opens the on-screen keyboard for entering text.
Graffiti Help	Opens a series of screens that show the complete Graffiti character set.
Turn Off & Lock	Turns off and locks your CLIÉ handheld. To start your CLIÉ handheld operation when it is locked, you need to enter the password. (To use the Lock function, you need to preset a password) ➡ For details, please refer to "Protecting your data with a password" (154 page).
Beam Data	Beams the current record to another Palm OS PDA.

4 Tap **OK**.

Assigning applications to HotSync buttons

You can assign your favorite applications to the HotSync buttons on the cradle and modem (if a HotSync button is provided).

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **Buttons**.

2 Tap **HotSync**.

3 Tap the arrow ▼ next to a button and select the application you want to assign.

4 Tap **OK**.
The **Buttons Preferences** screen is displayed.
You can start the selected application by pressing the HotSync button.

Creating Graffiti® ShortCuts

You can create abbreviations (ShortCuts) for entering text with Graffiti® strokes.
For details on how to use Graffiti® ShortCuts, refer to "Using Shortcuts" on page 55.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **ShortCuts**.

2 Tap **New**.
The **ShortCut Entry** screen is displayed.

3 Enter the ShortCut name and an abbreviation (character string).

4 Tap **OK**.
The new ShortCut is created and the list of ShortCuts is displayed.

To Edit a ShortCut

1 Tap the ShortCut you want to edit and tap **Edit**.

2 Edit the ShortCut name or the abbreviation (character string) and tap **OK**.

To Delete a ShortCut

1 Tap the **ShortCut** you want to delete and tap **Delete**.
The confirmation message is displayed.

2 Tap **Yes**.
The selected ShortCut is deleted.

Setting the display format of the time, date, and numbers

Selecting a regional default

When you select the region where you use your CLIÉ handheld, the display format of the time, date, week start day, and numbers are adjusted to the regional default. For example, in the United Kingdom, time is expressed using a 24-hour clock; in the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

The regional default setting is applied to the display formats of all your CLIÉ applications. However, you can customize your own settings for each unit such as time or date.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **Formats**.

2 Tap the arrow ▼ next to **Preset to** and select a region name.

Customizing your own settings for each unit

You can customize your own settings for the display formats of the time, date, week start day, and numbers. The settings are applied to the display formats of all your CLIÉ applications.

1. Tap the arrow ▼ in the upper right of the **Preference** screen and select **Formats**.
2. Tap the arrow ▼ next to **Time** and select the desired format.
3. Tap the arrow ▼ next to **Date** and select the desired format.
4. Tap the arrow ▼ next to **Week starts** and select **Sunday** or **Monday**.
   This setting is applied to the Day, Week, Month, and Agenda views in Date Book and all other applications displaying calendars.
5. Tap the arrow ▼ next to **Numbers** and select the desired format.

Setting the Date & Time preferences

You can set the date, time, time zone, and the on/off of daylight savings for your CLIÉ handheld. After you set the local date and time of your home base, you can change the displayed time (for example, during business trips) by simply switching the time zones.

Setting the date

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **Date & Time**.
The **Date & Time Preferences** screen is displayed.

2 Tap **Set Date**.
The **Set Date** screen is displayed.

3 Tap the each arrow ◄ or ► beside the year at the top of the screen to set the year.

4 Tap the current month.

5 Tap the current date.

Setting the time

1. Tap the arrow ▼ in the upper right of the **Preference** screen and select **Date & Time**.
   The **Date & Time Preferences** screen is displayed.

2. Tap **Set Time**.
   The **Set Time** screen is displayed.

3. Tap the arrow ▼ or ▲ to set the hour.

4. Tap the minute box and tap the arrow ▼ or ▲ to set the minute.

5. Tap **AM** or **PM**.

6. Tap **OK**.

Setting the time zone and daylight saving time

Setting the time zone

1. Tap the arrow ▼ in the upper right of the **Preference** screen and select **Date & Time**.
   The **Date & Time Preferences** screen is displayed.

2. Tap the **Set Time Zone** field.
   The **Set Time Zone** screen is displayed.

3. Select the time zone of your region.

4. Tap **OK**.

Setting the daylight saving time

1. Tap the arrow ▼ at the upper right of the **Preference** screen and select **Date & Time**.
   The **Date & Time Preferences** screen is displayed.

2. Tap the arrow ▼ next to **Daylight saving**.

3. Tap **On** or **Off**.

Setting the automatic power-off time

Your CLIÉ handheld has an automatic power-off feature that turns off the power after a period of inactivity to conserve your CLIÉ battery.

You can adjust the time setting for the automatic power-off feature.

By default setting, your CLIÉ handheld will be turned off after two minutes of inactivity and will be on while it is connected to the cradle.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **General**.

The **General Preferences** screen is displayed.

2 Tap the arrow ▼ next to **Auto-off After** and select the desired time.

You can select 30 seconds, 1 minute, 2 minutes, or 3 minutes.

3 If you want to leave your CLIÉ handheld turned on while it is connected to the cradle, tap the check box next to **Stay on in Cradle** to check it.

Setting sounds

You can adjust the volume level of the system sounds, alarm sounds, and game sounds or turn the sounds off.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **General**.
The **General Preferences** screen is displayed.

2 Tap the arrow ▼ next to **System Sound** and select the desired volume level or **Off**.
When the System Sound is turned off, the chime tones associated with the HotSync® operation is also turned off.

3 Tap the arrow ▼ next to **Alarm Sound** and select the desired volume level or **Off**.

4 Tap the arrow ▼ next to **Game Sound** and select the desired volume level or **Off**.
The Game Sound setting is only applied to the games programmed to respond to this setting.

Turning the Alarm LED on or off

You can set the CLIÉ handheld to flash its LED at the setting time. If you turn the Alarm Sound off and turn on the Alarm LED, you can utilize the alarm feature without disturbing other people around you.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **General**.
The **General Preferences** screen is displayed.

2 Tap the arrow ▼ next to **Alarm LED** and select **On** or **Off**.

Turning the Beam Receive feature on or off

You can turn on or off the Beam Receive feature.

When you turn off the Beam Receive feature, you cannot receive data via beaming but your CLIÉ battery is conserved. By default setting, the Beam Receive feature is set to On.

1 Tap the arrow ▼ in the upper right of the **Preference** screen and select **General**.

2 Tap the arrow ▼ next to **Beam Receive** and select **On** or **Off**.

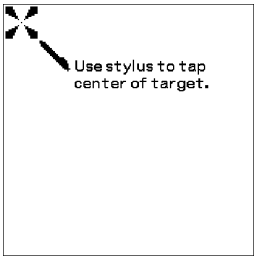
- **On**: Enables the Beam Receive feature.
- **Off**: Disables the Beam Receive feature.

Adjusting the Digitizer

You need to adjust the digitizer when performing a hard reset, the tapping operation or scrolling does not work properly, or when you cannot adjust the brightness of the back light or screen contrast.

1 Tap the arrow in the upper right of the **Preference** screen and select **Digitizer**.

The Digitizer calibration screen is displayed.



This Digitizer calibration screen is exactly the same as the screen displayed the first time you turn on your CLIÉ handheld. Follow the on-screen instructions to adjust the digitizer.

Tip

Use the stylus perpendicular to the screen to tap targets.

Exchanging and updating data using a HotSync® operation (Other HotSync® operations)

This chapter explains how to select HotSync® operation options and how to perform a HotSync® operation via cradle, infrared communications port, or network. Other advanced HotSync® operations include how to use file link functions and how to import data from Windows applications.

Customizing HotSync® application settings (Conduit) 97

Synchronizing with external data (File Link) . . . 99

Customizing how to start HotSync® Manager and the HotSync® setup options 100

Performing an IR HotSync® operation 101

Performing a HotSync® operation via a modem 104

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Performing a HotSync® operation via LAN (LANSync) 115

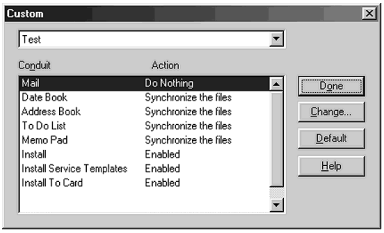
Customizing HotSync® application settings (Conduit)

The programs handling data of an application during a HotSync® operation are called "conduit."

For each application, you can define a set of options that determine how data are handled during synchronization. By default settings, a HotSync® operation synchronizes all data between your CLIÉ handheld and the Palm™ Desktop for CLIÉ software.

In addition to the conduits for Date Book, Address Book, To Do List, and Memo Pad, the Palm™ Desktop for CLIÉ software offers System and Install conduits. The System conduit backs up the system information stored on your CLIÉ handheld. The Install conduit installs add-on applications to your CLIÉ handheld. You can select them as needed.

1 Click the HotSync icon in the Windows task tray and select **Custom** from the HotSync® Manager menu.
You can also select **Custom** from the **HotSync** menu of the Palm™ Desktop for CLIÉ software.
The **Custom** dialog box is displayed.



2 Select the user name you are using on your CLIÉ handheld from the list at the top.

3 Select an application in the Conduit list.

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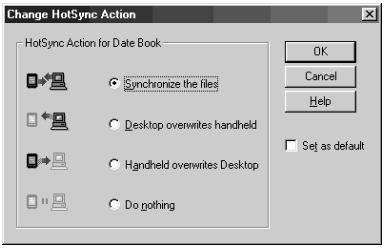
4 Click **Change**.
The **Change HotSync Action** dialog box is displayed.



5 Click to select one of the following:
- Synchronize the files
- Desktop overwrites handheld
- Handheld overwrites Desktop
- Do nothing

6 Click **OK**.

7 Repeat steps 2 through 6 to customize conduit settings for other applications (or other users).

8 Click **Done**.
The conduit setting is changed.

Notes

- The conduit setting is applied to only the next HotSync® operation. Thereafter, the HotSync Actions revert to their default settings. To set a new setting as the default, in step 5, click the **Set as default** box to check it.
- To restore the default settings, click **Default** in the **Custom** dialog box.

Synchronizing with external data (File Link)

You can synchronize Address Book or Memo Pad data in your CLIÉ handheld with external files such as address book data in your computer (File Link). HotSync® Manager stores the file data in your computer in a separate category on your Palm™ Desktop for CLIÉ software and your CLIÉ handheld. You can set the File Link feature to start synchronization only when the external file has been updated.

The compatible file formats that you can import with File Link

- Comma delimited (*.csv)
- Memo Pad archive of the Palm™ Desktop for CLIÉ software (*.mpa)
- Address Book archive of the Palm™ Desktop for CLIÉ software (*.aba)
- Text file (*.txt)

➡ For details on how to set up File Link, refer to the online help of the Palm™ Desktop for CLIÉ software.

Customizing how to start HotSync® Manager and the HotSync® setup options

1 Click the HotSync icon in the Windows task tray and select **Setup** from the shortcut menu.
The **Setup** dialog box is displayed.

2 Click the **General** tab and select the setting as needed.
If you are not sure which option to use, select **Always available**.
- **Always available:** Starts the HotSync® Manager when Windows starts. This allows you to perform a HotSync® operation even when the Palm™ Desktop for CLIÉ software is not running.
- **Available only when the Palm™ Desktop is running:** Starts the HotSync® Manager when you start the Palm™ Desktop for CLIÉ software.
- **Manual:** Starts the HotSync® Manager only when you select **HotSync® Manager** from the Windows **Start** menu.

3 Click the **Local** tab and adjust the setting for the connection between the computer and cradle as needed.
- **Serial port:** Specifies the computer port that is used for a HotSync® operation. Make sure that the serial port for HotSync® is not shared with the port for modem.
- **Speed:** Determines the speed at which data is transferred. Try the **As Fast As Possible** rate first, and adjust downward if you have any problems.

4 Click the **Modem** tab and select the setting for the modem as needed.
➡ For details, refer to "Performing a HotSync® operation via modem" on page 104.

5 Click the **Network** tab and select the setting for the network as needed.

6 Click **OK** to finish.

Performing an IR HotSync® operation

You can use the IR (infrared) port of your CLIÉ handheld to perform an IR HotSync® operation with a computer equipped with an IrDA (Infrared Data Association) IR port. An IR HotSync® operation enables you to perform a HotSync® operation without using the cradle.

Prior to performing an IR HotSync® operation

Check the following items.

- Your computer is equipped with an infrared port supporting the IrDA standard.
- The infrared port of your computer is enabled for Windows operating system use.
- Check the port number allocated to the infrared port.
- The infrared port number is available in the Infrared Monitor in the Control Panel.
  For details on the Infrared Monitor, refer to the manual of your computer or the Windows online help.

Preparing your computer

To perform an IR HotSync® operation, you need to allocate a virtual port to an IR HotSync® operation.

For Windows 2000 Professional/Windows XP

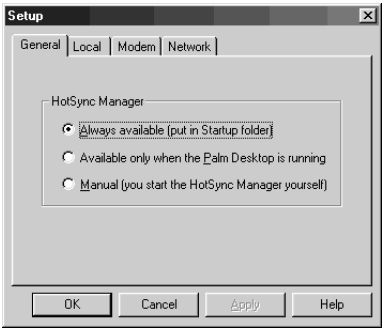
1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and check **IR**.
IR HotSync® operation is enabled.

For Windows 98 Second Edition/Me

1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and check **Local Serial**.

Continued on next page

2 Click the HotSync icon in the Windows task tray once again and select **Setup** from the shortcut menu.
The **Setup** dialog box is displayed.



3 Click the **Local** tab.

4 Adjust the following settings as needed.

- **Serial port**: Specifies a virtual port for an infrared port. If you are not sure of the connection port, refer to the **Infrared Monitor** in the Windows **Control Panel**.
- **Speed**: Determines the speed at which data is transferred. Try the **As Fast As Possible** rate first, and adjust downward if you have any problems.

5 Tap **OK**.
IR HotSync® operation is enabled.

Note

When performing a local HotSync® operation with the cradle, you need to restore the local HotSync settings. For details, refer to “To restore the local HotSync settings” on page 103.

Continued on next page

Performing an IR HotSync® operation

You can perform an IR HotSync® operation when you have prepared your computer setting, CLIÉ handheld setting, and Conduit Setup.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator.
The **HotSync** dialog box is displayed.

Tip

You can also tap the HotSync icon on the Application Launcher screen to display the **HotSync** dialog box.

2 Tap **Local**.

3 Tap the arrow ▼ and select **IR to a PC/Handheld**.

4 Point the IR port of your CLIÉ handheld directly at the IR port of the computer.
For best results, your computer and your CLIÉ handheld should be 4 to 8 inches (approximately 10 to 20 centimeters) apart, and the path between your CLIÉ handheld and the computer must be clear of obstacles.

5 Tap the HotSync icon.
The HotSync® operation starts.
The message will be displayed to note that the HotSync® operation is complete.

To restore the local HotSync settings

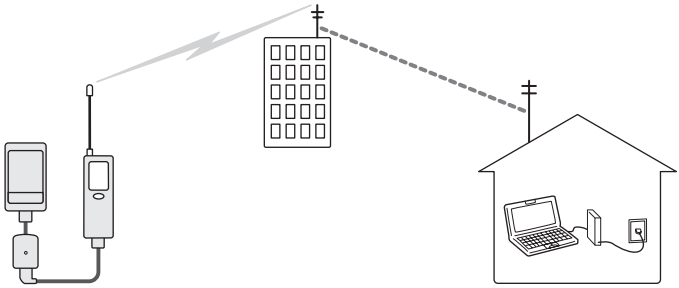
When performing a local HotSync® operation with the cradle, you need to restore the local HotSync settings.

1 Connect the cradle to your computer.

2 Click the HotSync icon in the Windows task tray and check **Local USB** from the shortcut menu.

Performing a HotSync® operation via a modem

You can perform a HotSync® operation via a modem when you are away from your computer.



Your CLIÉ handheld away from your PC

A HotSync® operation with the PC at home

Notes

- For the first HotSync® operation, you need to perform a local HotSync® operation using the cradle (page 60).
- It may take some time to complete a HotSync® operation via modem. To shorten the time required to synchronize data with a modem, define the files and/or applications you synchronize with a modem HotSync® operation in advance. For details, refer to "Selecting the conduits for a modem HotSync® operation" on page 108.

Prior to performing a HotSync® operation via a modem

Check the following items.

- A modem or terminal adapter (TA) is connected to your computer.
- Your CLIÉ handheld is properly connected to a Mobile Communication adapter sold separately.
- The Palm™ Desktop for CLIÉ software is properly configured for use with the modem.

  ➔ For details, refer to "Customizing how to start HotSync® Manager and the HotSync® setup options" on page 100.

Preparing your computer

To perform a HotSync® operation via a modem, you need to follow the steps below to set your computer to receive a call from your CLIÉ handheld.

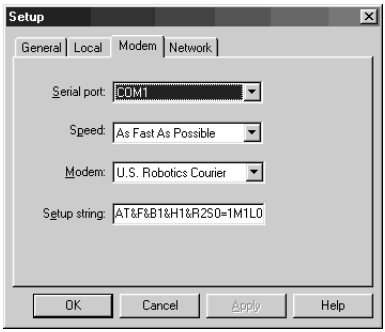
1 Check the following items.

- The modem is connected to your computer and both the modem and computer are turned on.
- No communication applications, such as fax or telephone software, are running on the COM port.
- The computer is disconnected from the Internet.

2 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select **Modem** from the shortcut menu.

3 Click the HotSync icon in the Windows task tray again and select **Setup** from the shortcut menu.
The **Setup** dialog box is displayed.

4 Click the **Modem** tab.



Continued on next page

5 Adjust the following settings as needed.

- **Serial port**: Specifies the port for the modem. If you are not sure of the port settings, check the **Modem Properties** (**Phone and Modem Options** for Windows 2000 Professional/XP) in the Windows **Control Panel**.
- **Speed**: Determines the speed at which data is transferred. Try the **As Fast As Possible** rate first, and adjust downward if you have any problems.
- **Modem**: Specifies the modem type or manufacturer. If you are not sure of your modem type or if you cannot find your modem type in the list, select **Hayes Basic**.
- **Setup string**: Identifies the setup string for your modem automatically if you specify the modem type or manufacturer. If it does not work properly, refer to the manual of your modem.

6 Click **OK**.

Preparing your CLIÉ handheld

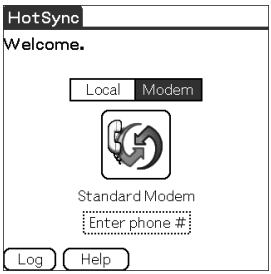
Follow the steps below to set up your CLIÉ handheld for a modem HotSync® operation.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator.
The **HotSync** dialog box is displayed.

Tip

You can also tap the HotSync icon on the Application Launcher screen to display the **HotSync** dialog box.

2 Tap **Modem**.



Continued on next page

3 Tap the **Enter phone #** field beneath the modem name.
The **Phone Setup** dialog box is displayed.

4 Adjust the following settings if necessary:

① Enter the telephone number used to access the modem connected to your computer.

② Enter a dial prefix (such as "9") to access an outside line, and tap the **Dial prefix** check box as needed. You can also enter a comma in the field to introduce a pause in the dialing sequence. Each comma equals a two second pause.

③ If the phone line you are using for your CLIÉ handheld has Call Waiting, select the **Disable call waiting** check box to avoid an interruption during the modem HotSync® operation.

④ If you want to use a calling card to place the call, select the **Use calling card** check box and enter the calling card number.

5 Tap **OK**.
The **HotSync** screen is displayed again.

Selecting the conduits for a modem HotSync® operation

You can specify files and/or applications to be synchronized to shorten the time required to synchronize data with a modem.

➡ For details, refer to "Customizing HotSync® application settings (Conduit)" on page 97.

Note

If the configurations of your CLIÉ handheld and Change HotSync Action in your computer are not identical, the operation complies with the CLIÉ handheld's configurations.

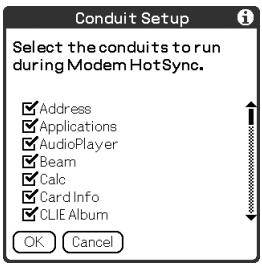
1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator.
The **HotSync** screen is displayed.

Tip

You can also tap the HotSync® icon to display the **HotSync** screen.

2 Tap the Menu icon.

3 Tap **Conduit Setup** from the **Options** menu.
The **Conduit Setup** screen is displayed.



Continued on next page

4 Tap the check boxes to uncheck the selection of the files and applications that you do not want to synchronize during a modem HotSync® operation.

By the default setting, all files are selected to be synchronized.
The data of applications that do not have a database (such as games) cannot be synchronized.

5 Tap **OK**.

Performing a HotSync® operation via a modem

You can perform a modem HotSync® operation when you have prepared your computer setting, CLIÉ handheld setting, and Conduit Setup.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator.

The **HotSync** screen is displayed.

Tip

You can also tap the HotSync® icon to display the **HotSync** screen.

2 Tap the HotSync icon.

A HotSync® operation starts.
A message will be displayed to note that the HotSync® operation is complete.

Performing a HotSync® operation via a network

To operate HotSync® operations via a network, a person must be as competent as a network administrator.

You can perform a HotSync® operation via a network between your CLIÉ handheld and the computer in the LAN of your office depending on the network environment of your office. For details, contact the administrator of the remote access server.

Prior to performing a HotSync® operation via a network

Check the following items.

- Both your company's network system and its remote access server support TCP/IP.
- You have a remote access account.
- Your CLIÉ handheld is properly connected to a Mobile Communication adapter sold separately.

Preparing your computer

1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select **Network** from the shortcut menu.

2 Click the HotSync icon in the Windows task tray again and select **Setup** from the shortcut menu.
The **Setup** screen is displayed.

3 Click the **Network** tab.

4 Click the check box next to the user name for HotSync.
Click **TCP/IP Settings** and assign a subnet mask as needed. For details on a subnet mask address, refer to the manual of your operating system or contact the system administrator.

5 Click **OK**.

Continued on next page

6 Place your CLIÉ handheld on the cradle and press the HotSync button.

The computer information (Primary PC name and Primary PC address (IP address)) is transferred to your CLIÉ handheld.

When you perform a HotSync® operation via a network, your CLIÉ handheld identifies the computer based on the information transferred.

Preparing your CLIÉ handheld

Follow the steps below to set up your CLIÉ handheld for a HotSync® operation via a network.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **HotSync** screen is displayed.

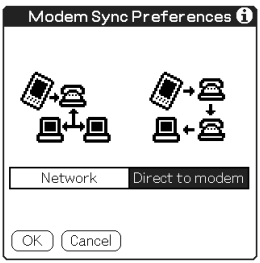
Tip

You can also tap the HotSync icon to display the **HotSync** screen.

2 Tap **Modem**.

3 Tap the Menu icon.

4 Tap **Modem Sync Prefs** from the **Options** menu.
The **Modem Sync Preferences** screen is displayed.

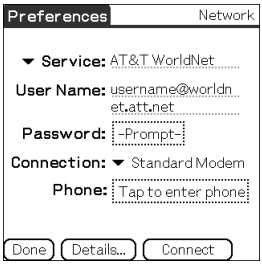


5 Tap **Network**.

6 Tap **OK**.
The **HotSync** screen is displayed.

Continued on next page

7 Tap **Select Service** beneath the icon.
The **Network Preferences** screen is displayed.



8 Tap the arrow ▼ next to **Service** and select Unix or Windows RAS from the drop-down list.
For details, refer to "Changing the Network preferences" on page 71 and contact the administrator of the remote access server.

9 Tap **Done**.

10 Tap the **Enter phone #** field.
The **Phone Setup** dialog box is displayed.

11 Adjust the following settings as needed.

12 Tap **OK**.
The **HotSync** screen is displayed.

13 Follow "Performing a HotSync® operation via modem" on page 104 to select data to be synchronized.

Performing a HotSync® operation via a network

You can perform a HotSync® operation via a network when you have prepared your computer setting, CLIÉ handheld setting, and Conduit Setup.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **HotSync** screen is displayed.

Tip

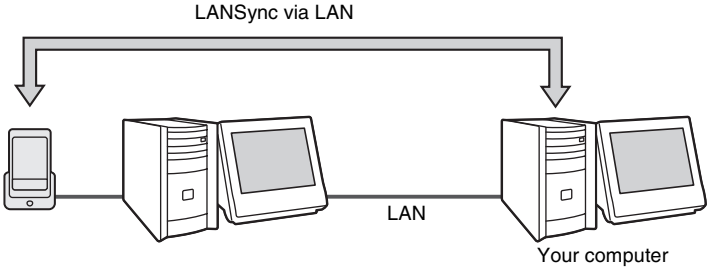
You can also tap the HotSync icon to display the **HotSync** screen.

2 Tap the HotSync icon.
A HotSync® operation starts.
The message will be displayed to note that the HotSync® operation is complete.

Performing a HotSync® operation via LAN (LANSync)

To operate LANSync, a person must be as competent as a network manager Consult a network manager prior to setting LANSync.

You can perform a HotSync® operation via LAN between your computer and another computer connected to your CLIÉ handheld.



Prior to performing a LANSync operation

Check the following items.

- The Palm™ Desktop for CLIÉ software is installed in both computers connected by the LAN.
- Your CLIÉ handheld is placed on the cradle correctly and the cradle is connected to the computer properly.

Preparing your computer

1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select **Network** from the shortcut menu.

2 Click the HotSync icon in the Windows task tray again and select **Setup** from the shortcut menu.
The **Setup** screen is displayed.

3 Click the **Network** tab.

4 Click the check box next to the user name for HotSync.

5 Click **OK**.

Continued on next page

6 Place your CLIÉ handheld on the cradle and press the HotSync button.

The computer information (Primary PC name and Primary PC address (IP address)) is transferred to your CLIÉ handheld.
When you perform a HotSync® operation via LAN, your CLIÉ handheld identifies the computer based on the information transferred.

Preparing your CLIÉ handheld

Follow the steps below to set up your CLIÉ handheld for a HotSync® operation via the LAN.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **HotSync** screen is displayed.

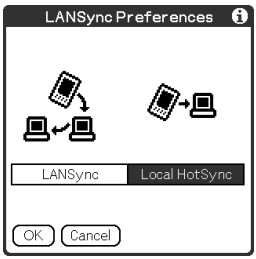
Tip

You can also tap the HotSync icon to display the **HotSync** screen.

2 Tap **Local**.

3 Tap the Menu icon.

4 Tap **LANSync Prefs** in the **Options** menu.
The **LANSync Preferences** screen is displayed.



5 Tap **LANSync**.

Continued on next page

6 Tap **OK**.
The **HotSync** screen is displayed.

Performing a LANSync operation

You can perform a LANSync operation when you have prepared your computer setting, CLIÉ handheld setting, and Conduit Setup. Turn on the computers and start the HotSync® Manager application.

Note

To perform a LANSync operation, both computers connected to the cradle and performing a HotSync® are required to be set for LANSync. On each computer, click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and make sure that Network in the shortcut menu is checked. If not, click **Network** to check it.

1 Rotate the Jog Dial™ navigator to select the HotSync icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **HotSync** screen is displayed.

Tip

You can also tap the HotSync icon to display the **HotSync** screen.

2 Tap the HotSync icon.
A HotSync® operation starts.
The message will be displayed to note that the HotSync® operation is complete.

Using "Memory Stick®" media

This chapter explains how to communicate with another Palm OS® PDA device via "Memory Stick" media, how to handle "Memory Stick" media, and how to use the CLIE Files application for managing the data in "Memory Stick" media.

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Exchanging data via "Memory Stick" media . . 128

Using "Memory Stick®" media

What is "Memory Stick" media?

"Memory Stick" media is a new, compact, and portable Integrated Circuit recording medium with a data capacity that exceeds a floppy disk. "Memory Stick" media is specially designed for exchanging and sharing data among "Memory Stick" media compatible products, such as a digital video camera. Because it is removable, "Memory Stick" media can also be used for external data storage.

"Memory Stick" media enables you to exchange data between your CLIÉ handheld and computer. To exchange data via "Memory Stick" media, your CLIÉ handheld uses the supplied CLIE Files application.

Types of "Memory Stick" media

There are two types of "Memory Stick" media:

- "MagicGate Memory Stick" media, which is equipped with "MagicGate" copyright protection technology.
- "Memory Stick" media, which is not equipped with "MagicGate" copyright protection technology.

You can use both types of "Memory Stick" media with your CLIÉ handheld. However, to play ATRAC3 format files, make sure to use "MagicGate Memory Stick" media.

What is MagicGate?

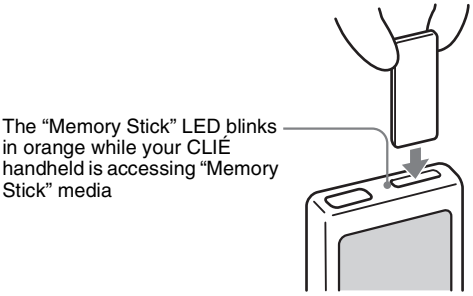
MagicGate is the copyright protection technology that is utilized for "MagicGate Memory Stick" media or MagicGate compatible devices such as a CLIÉ handheld. MagicGate certifies the device and "MagicGate Memory Stick" media as copyright-protection-compatible devices and encodes data to be played back on devices. The copyrighted data cannot be played back on a device not certificated.

Note on using "MagicGate Memory Stick" media

Do not handle copyright-protected files or directories stored in "MagicGate Memory Stick" media with the CLIE Files application or Windows® Explorer, the file may be disabled. To handle copyright-protected files, use a "MagicGate" compliant application such as the SonicStage software.

Inserting and removing a "Memory Stick" media

Insert a "Memory Stick" media into the "Memory Stick" slot.



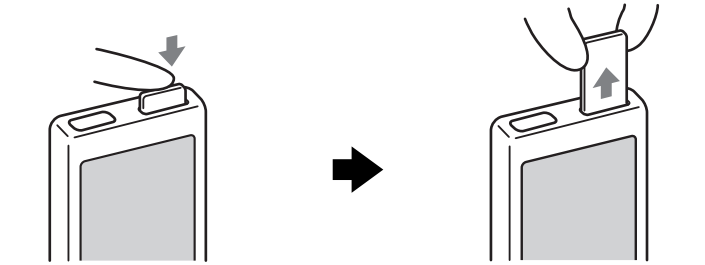
While the power of your CLIÉ handheld is on, the applications in the "Memory Stick" media will be displayed on the Application Launcher screen automatically if you insert the "Memory Stick" media into the slot. (The feature does not work when certain application is running.)

Notes

- Insert a "Memory Stick" media in the right direction. If "Memory Stick" media is forced in the wrong direction, it may be damaged.
- Do not insert a "Memory Stick" media into the place other than the "Memory Stick" slot.

To remove "Memory Stick" media

Make sure that your CLIÉ handheld is not writing to or reading data from "Memory Stick" media. Push the "Memory Stick" media gently into the slot to release it. When the "Memory Stick" media has popped out, pick it out from the slot.



Push "Memory Stick" media in

Pull "Memory Stick" media out

Notes on using "Memory Stick" media

When you use "Memory Stick" media, follow the precautions below.

- Avoid touching the terminals of "Memory Stick" media or touching it with a metal object.
- Do not drop, bend, or expose "Memory Stick" media to external shock.
- Do not disassemble or modify "Memory Stick" media.
- Avoid getting liquids on "Memory Stick" media.
- Avoid using or storing "Memory Stick" media in a location subject to:
  - extremely high temperature such as inside of a hot car, the outdoors exposed to direct sunlight, or near a heater
  - direct sunlight
  - high humidity
  - corrosive substances
  - excessive dust
  - magnetic fields
- When storing and carrying "Memory Stick" media, keep it in its original case to ensure protection of important data.
- Make a backup of important data.
- Avoid removing "Memory Stick" media from the insertion slot while data is being written or read.
- To avoid damaging or erasing data, do not
  - pull out "Memory Stick" media or unplug the AC power adapter while formatting, or reading or writing data.
  - use "Memory Stick" media in a location subject to static electricity or electrical interference.
- If the battery of your CLIÉ handheld is running short, an error message is displayed and you cannot exchange data with "Memory Stick" media. If this occurs, connect the AC power adapter or fully charge your CLIÉ handheld.
- Use the CLIE Files application to format "Memory Stick" media you use in your CLIÉ handheld. If you format it using another application, further operation with your CLIÉ handheld is not guaranteed.
- If you insert "Memory Stick" media that has been formatted by another application, a message prompting you to format it is displayed. To use "Memory Stick" media in your CLIÉ handheld, follow the instructions to format it. Note, however, that all stored data will be erased.

Protecting the data in “Memory Stick” media

To prevent accidental erasure of important data, you can use the write protect tab of “Memory Stick” media. Slide the tab to the left to enable or right to disable writing to “Memory Stick” media.

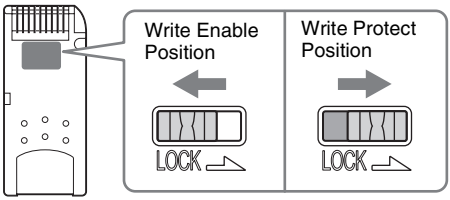
Write enable position

Slide the tab to the left to select the write enable position. You can read and write data in the “Memory Stick” media.

Write protect position (LOCK)

Slide the tab to the right to select the write protect position. You can only read the data in the “Memory Stick” media. Select the write protect position when you insert “Memory Stick” media containing any important data that you do not want to accidentally delete or overwrite.

Back side



Tip

Shape or exact location of the tab may differ from the illustration depending on a type of “Memory Stick” media.

Starting an application in "Memory Stick" media

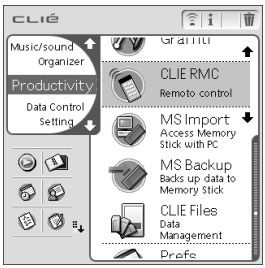
You can start the applications in "Memory Stick" media in the same way as the applications of your CLIÉ handheld. While the power of your CLIÉ handheld is on, the applications in the "Memory Stick" media will be displayed on the Application Launcher screen automatically if you insert the "Memory Stick" media into the slot. (The feature does not work when certain application is running.)
To switch from the Application Launcher screen to the screen where the applications in "Memory Stick" media are displayed, perform the following steps.

Tip

You cannot start applications other than that saved on the **/PALM/Launcher** folder by performing the following steps.

1 Display the Application Launcher screen, while the "Memory Stick" media is inserted in the CLIÉ handheld.

2 Press the BACK button to select the group.



3 Rotate the Jog Dial™ navigator to select **Card**.
The applications in "Memory Stick" media are displayed.
You can start an application in the same way that you start an application of your CLIÉ handheld.
If you have assigned a name to the "Memory Stick" media, then the **Card** is displayed in that name.

Tip

You can also tap the Card icon to select it.

Note

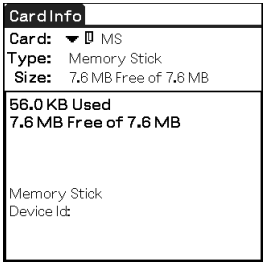
Depending on the applications, some of the features may not work. In such a case, use the CLIE Files application to copy the data in the CLIÉ handheld and use the copied data.

Viewing information of a "Memory Stick" media (Card Info)

You can view the information (such as the remaining memory space) of the "Memory Stick" media with the Card Info application.

1 Insert the "Memory Stick" media into your CLIÉ handheld.

2 Rotate the Jog Dial™ navigator to select the Card Info icon and press the Jog Dial™ navigator.
The **Card Info** screen is displayed.



Tip

You can also tap the Card Info icon to display the **Card Info** screen.

Assigning a name to a "Memory Stick" media

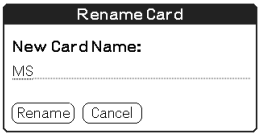
You can assign a name to each "Memory Stick" media with the Card Info application.

1 Insert the "Memory Stick" media into your CLIÉ handheld.

2 Rotate the Jog Dial™ navigator to select the Card Info icon and press the Jog Dial™ navigator.
The **Card Info** screen is displayed.

3 Tap the Menu icon.
The menu is displayed.

4 Tap **Rename Card** in the **Card** menu.
The **Rename Card** dialog box is displayed.



5 Enter a new name for the inserted "Memory Stick" media and tap **Rename**.

Formatting "Memory Stick" media

A "Memory Stick" media commercially produced is already formatted for use. In the case that you need to format your "Memory Stick" media, use the CLIE Files or Card Info application. The following explains how to format a "Memory Stick" media with the CLIE Files application.

1 Insert the "Memory Stick" media into your CLIÉ handheld.

2 Rotate the Jog Dial™ navigator to select **CLIE Files** and press the Jog Dial™ navigator.
The CLIE Files application starts.
You can also tap the CLIE Files icon to start the application.

3 Tap the Menu icon.
The Menu screen is displayed.

4 Tap **Format** from the **Tool** menu.
The confirmation message is displayed.

5 Enter a new name for the formatted "Memory Stick" media and tap **OK**.
The Confirmation message is displayed.

6 Tap **OK**.

To cancel formatting

Tap **Cancel** in step 5.

What is formatting?

Formatting defines the recording format for your "Memory Stick" media so that you can access data with your CLIÉ handheld.

Continued on next page

Notes

- If a "Memory Stick" media is reformatted, all the data stored in the "Memory Stick" media will be erased. Make sure to check the data prior to formatting so that you do not delete important data.
- To use the "Memory Stick" media on your CLIÉ handheld, format it in your CLIÉ handheld. The "Memory Stick" media formatted by the computer may not be read or written properly on your CLIÉ handheld.
- If you remove the "Memory Stick" media during formatting, the "Memory Stick" media will not be recognized by devices. In this case, insert the "Memory Stick" media again to restart formatting.

Starting CLIE Files

You can copy, move, or delete data in a “Memory Stick” media and your CLIÉ handheld with the CLIE Files application.

➡ For details on the CLIE Files application, refer to “CLIE Files” in “CLIÉ Application Manual” on your computer.

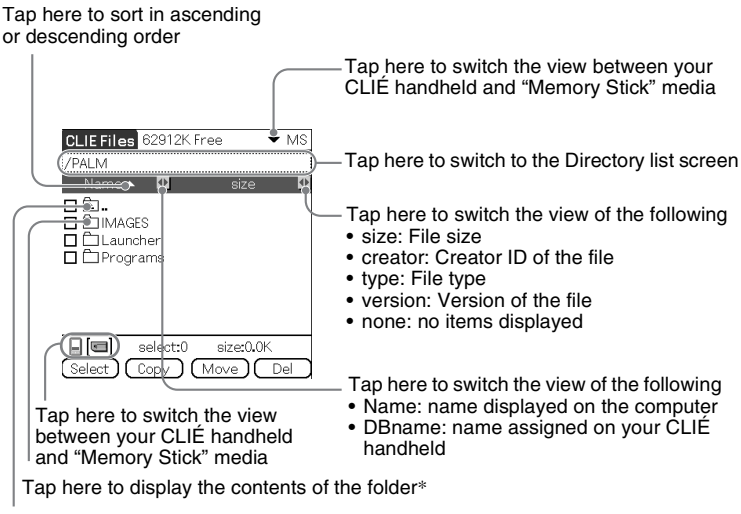
1 Rotate the Jog Dial™ navigator to select **CLIE Files** and press the Jog Dial™ navigator.

The CLIE Files application starts and the list of data in the “Memory Stick” media is displayed.

You can also tap the CLIE Files icon to start the application.

When displaying the data in a “Memory Stick” media

The following icons are displayed only when you view the data in “Memory Stick” media. For the other icons, refer to “When displaying the data in your CLIÉ handheld” (page 129).


Tap here to sort in ascending or descending order
Tap here to switch the view between your CLIÉ handheld and “Memory Stick” media
CLIE Files
62912K Free
MS
/PALM
Name
size
..
IMAGES
Launcher
Programs
select:0
size:0.0K
Select
Copy
Move
Del
Tap here to switch to the Directory list screen
Tap here to switch the view of the following
• size: File size
• creator: Creator ID of the file
• type: File type
• version: Version of the file
• none: no items displayed
Tap here to switch the view of the following
• Name: name displayed on the computer
• DBname: name assigned on your CLIÉ handheld
Tap here to switch the view between your CLIÉ handheld and “Memory Stick” media
Tap here to display the contents of the folder*
Tap here to display the upper directory*

* and icons are specific to the screen when displaying the data in a “Memory Stick” media. Except for these icons, all icons in the screen are common to the one when displaying the data in your CLIÉ handheld. You can also rotate the Jog Dial™ navigator to select a folder.

Continued on next page

Tip

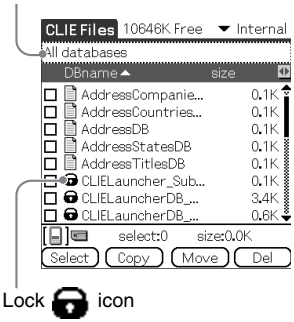
You can select a folder in the **Directory list** screen and tap **OK** to display the contents of the folder. Additionally, you can tap **New** to create a new folder or tap **Rename** to change the name of existing folder.

Notes

- When the directory tree is made up with nine levels or more, directory levels are not displayed.
- When the battery power of your CLIÉ handheld is insufficient, data in “Memory Stick” media may not be displayed. In such a case, you need to charge your CLIÉ handheld or connect the AC adapter to your CLIÉ handheld.

When displaying the data in your CLIÉ handheld

Switch the database display by group
- All databases
- Creator group
- Application



Lock icon

Notes on moving or deleting data using the CLIE Files application

In some cases when you move or delete a specific file using the CLIE Files application, some CLIÉ applications may not be operated properly or some data may be formatted. Sony is not liable for any trouble with applications or data that arises out of your moving or deletion of a file.

Do not move or delete the following files:

- **Saved Preference:** Saves the final operation status or settings for various applications.
- **Unsaved Preference:** Saves the settings for various applications or user information of your CLIÉ handheld. If this file is deleted, you may not be able to synchronize correct information.

Continued on next page

- **CLIE Launcher XXX**: Saves the database for CLIE Launcher. If this file is deleted, you may not be able to operate CLIE Launcher.
- **NetworkDB:** Saves network settings. If this file is deleted, network connection is disabled.
- **AddressDB:** Saves the database for Address Book*.
- **DatebookDB:** Saves the database for Date Book*.
- **MemoDB:** Saves the database for Memo Pad*.
- **ToDoDB**: Saves the database for To Do List*.

* These database files can be copied to “Memory Stick” media as a back up file. If you copy them back to your CLIÉ handheld, the identical files in your CLIÉ handheld will be overwritten with the information at the time of the back up. Note that any added or edited information in your CLIÉ handheld after the back up will not be restored.

Copying your CLIÉ handheld data to a “Memory Stick” media

You can save your CLIÉ handheld data to “Memory Stick” media with the CLIE Files application.

Notes

- Since data copying consumes a lot of power, you cannot use “Memory Stick” media when your CLIÉ handheld is short of battery power. In such a case, connect the AC adapter to your CLIÉ handheld.
- If your CLIÉ handheld receives IR communication while copying data, the copying will be interfered. Do not allow your CLIÉ handheld to receive IR communication while copying data.

1 Insert “Memory Stick” media into your CLIÉ handheld.

2 Tap the Home icon.

Continued on next page

3 Rotate the Jog Dial™ navigator to select **CLIE Files** and press the Jog Dial™ navigator.
The CLIE Files application starts and the list of data in the "Memory Stick" media is displayed.

Tip

You can also tap the CLIE Files icon to start the application.

4 Press the Jog Dial™ navigator to select **Internal** at the upper right corner of the screen.

5 Tap the data you want to copy and change ☐ to ☑.
You can select multiple data by marking the check boxes.

Note

The data marked with the icon cannot be copied.

6 Tap **Copy**.
The **Directory list** screen is displayed.

7 Tap the "Memory Stick" directory.
When you want to create a new directory in the "Memory Stick" media, tap **New** and enter the directory name. Tap the directory created.
When you want to rename an existing directory, tap **Rename** and enter the new name.

8 Tap **OK**.
The data is copied to the directory selected in step 7.

Continued on next page

To copy all the data at once

Tap **Select** in step 5 and select **Select all**.

To cancel the selection

- **To cancel all the selections**: tap Select and select **Clear all**.
- **To clear only specific items**: tap the selected item once again.

When you want to select data other than the one specified

After following step 5, tap Select and select **Invert**. The selections of ☑ and ☐ are reversed.

Moving your CLIÉ handheld data to “Memory Stick” media

When the memory space of your CLIÉ handheld is not sufficient, you can move the data from your CLIÉ handheld to a “Memory Stick” media.

1 In step 6, tap **Move**.
The data in your CLIÉ handheld is transferred to the “Memory Stick” media and saved.

Note

If the low battery error message is displayed while you are copying or moving data from your CLIÉ handheld to a “Memory Stick” media, invalid files created by incomplete copying or moving may be left in the “Memory Stick” media.
Charge your CLIÉ handheld and try copying or moving again. If the overwrite confirm message is displayed, tap **Yes** or **Yes to all**.

Continued on next page

Copying data in “Memory Stick” media to your CLIÉ handheld

You can copy the data saved in a “Memory Stick” media to your CLIÉ handheld. Prior to copying data, make sure that the memory space of your CLIÉ handheld is sufficient.

Tip

You can also copy data to another folder in the “Memory Stick” media.

1 Insert “Memory Stick” media into your CLIÉ handheld.

2 Tap the Home icon.

3 Rotate the Jog Dial™ navigator to select **CLIE Files** and press the Jog Dial™ navigator.
The CLIE Files application starts and the list of data in the “Memory Stick” media is displayed.

Tip

You can also tap the CLIE Files icon to start the application.

4 Tap the data you want to copy and change ☐ to ☑.
You can select multiple data by marking the check boxes.

5 Tap **Copy**.
The **Directory list** screen is displayed.

6 Select **Internal**.

Continued on next page

7 Tap **OK**.
The data selected in step 4 is copied to **Internal**.

To copy all the data at once
Tap Select in step 4 and select **Select all**.

To cancel the selection
- **To cancel all the selections**: tap Select and select **Clear all**.
- **To clear only specific items**: tap the selected item once again.

To change the folder to be copied
Tap or to select the folder you want to copy. The displays of the folders are changed. You can specify a folder to be copied.

Moving data in “Memory Stick” media to your CLIÉ handheld
You can move the data from a “Memory Stick” media to your CLIÉ handheld.

1 In step 5, tap **Move**.
The data in the “Memory Stick” media is transferred to your CLIÉ handheld and saved.

Note

Some data copied from “Memory Stick” media to your CLIÉ handheld may not be synchronized during a HotSync® operation.

Deleting data in “Memory Stick” media

You can delete the data from a “Memory Stick” media with the CLIE Files application.

1 Insert “Memory Stick” media in your CLIÉ handheld.

2 Tap the Home icon.

3 Rotate the Jog Dial™ navigator to select **CLIE Files** and press the Jog Dial™ navigator.
The CLIE Files application starts and the list of data in the “Memory Stick” media is displayed.

Tip

You can also tap the CLIE Files icon to start the application.

4 Tap the data you want to delete and change ☐ to ☑.

5 Tap **Del**.
The **Delete File** dialog box is displayed.

6 Tap **OK**.
The data selected in step 4 is deleted from “Memory Stick” media.

To delete all the data at once

Tap **Select** in step 4 and select **Select all**.

To cancel the selection

- **To cancel all the selections**: tap Select and select **Clear all**.
- **To clear only specific items**: tap the selected item once again.

To change the folder to be deleted

Tap or to select the folder you want to delete. The displays of the folders are changed. You can specify a folder to be deleted.

CLIE Files menus

The following describes the menus that are specific to CLIE Files.

For the menus common to the CLIÉ applications, refer to Common menus on page 38.

Tool menu

Format	Formats (Initializes) a "Memory Stick" media inserted in your CLIÉ handheld. Note that all data stored in a "Memory Stick" media will be erased when formatting the "Memory Stick" media.
Media Info	Displays information, such as the amount of memory or volume label, of your CLIÉ handheld or "Memory Stick" media.
New Dir	Creates a folder under the current folder in the "Memory Stick" media. (Only when "Memory Stick" media is selected)
Rename	Changes the name of current directory or folder. (Only when "Memory Stick" media is selected) This is for "a name displayed on the computer."
About CLIE Files	Displays the version information of "CLIE Files."

Exchanging data without using the CLIE Files application

You can exchange the data between a “Memory Stick” media and your CLIÉ handheld from the menu of the Application Launcher screen.

However, problems may occur depending on the applications. Note the following items.

- You can copy only applications. Related files cannot be copied.
- Data stored in the “Memory Stick” media (such as image files) cannot be displayed.

1 Insert the “Memory Stick” media into the “Memory Stick” slot of your CLIÉ handheld.

2 Tap the Menu icon on the Application Launcher screen.
The menu is displayed.

3 Tap **Copy** from the **CLIE Launcher** menu.
The **Copy** dialog box is displayed.

4 Tap the arrow ▼ next to **Copy To**, and select **Handheld** or **Card**.
From is automatically selected when you select **Copy To**.

5 Tap the application you want to copy.

6 Tap **Copy**.
The selected application is copied to CLIÉ handheld or “Memory Stick” media.

Notes on starting applications from a “Memory Stick” media

You can start an application (files with extensions such as .prc,.pdb) from a “Memory Stick” media. However, note the following items prior to starting them.

- You can start only applications. Related files such as image files or movie files may not be opened (played back).
- When the data that cannot be opened in the application are installed in the “Memory Stick” media, move the data to your CLIÉ handheld or delete them with using the CLIE Files application.

Tip

When the data is installed in the “Memory Stick” media with the HotSync® operation, the data files are stored in the **/PALM/Launcher** folder.

Beaming

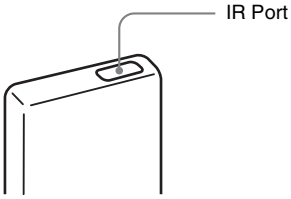
This chapter explains how to communicate with another Palm OS® PDA device via the infrared communications port.

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA 140

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA

What you can do with beaming

Your CLIÉ handheld is equipped with an IR (infrared) port that enables you to exchange data with another Palm OS® PDA device that has an IR port. The IR port is located at the top of your CLIÉ handheld, behind the small dark shield.



You can beam the following information between your CLIÉ handheld and another Palm OS® PDA device that has an IR port:

- The data of Address Book, Date Book, To Do List, or Memo Pad.
- All data in the category currently displayed in Address Book, To Do List, or Memo Pad.
- Address Book data that you designate as your business card.
- Add-on applications installed in the memory.

Note

Some applications are protected from copying and cannot be beamed. The applications marked with the icon cannot be copied.

Beaming information

You can beam the data in your CLIÉ handheld to another Palm OS PDA device that has an IR port.

1 Select the data, category, or business card you want to beam.

2 Tap the Menu icon.

3 Tap one of the following:
- The Beam command for an individual record
- In Address Book only: Beam Business Card
- Beam Category

4 When the **Beam** dialog box is displayed, point the IR port of your CLIÉ handheld directly to the IR port of another Palm OS PDA device.

Tip

For best performance of the data exchange, keep 4 to 8 inches (approximately 10 to 20 centimeters) from your CLIÉ handheld to another Palm OS PDA device. Do not place any obstacle between the devices. The optimum distance for beaming may vary depending on devices.

5 Wait for a while until the **Beam** dialog box to display that the transfer is complete.

Receiving beamed information

1 Turn on your CLIÉ handheld and point the IR port of your CLIÉ handheld directly to the IR port of another Palm OS PDA device.
The **Beam** dialog box is displayed and beaming of data starts.

2 Select the category where you want to save the received data.
You can also create a new category to save the data to, or save it in the Unfiled category.

3 Tap **Yes**.
The data is saved.

Note

When **Beam Receive** in the **Preferences** screen is set to **Off**, you cannot receive data using the beaming feature. Prior to beaming data, set **Beam Receive** to **On**.

Tips on beaming information

- Data or applications received by beaming are saved in the Unfiled category.
- You can press the Address Book button for about two seconds to beam your business card.
- You can use Graffiti® writing to beam the current entry (then , or and then tap).

Using the Calculator and finding records

This chapter explains how to efficiently search for records and how to use the calculator.

Using the Calculator (Calc) 144
Finding records 147

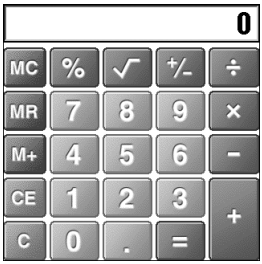
Using the Calculator (Calc)

Calculating with the Calculator

You can perform basic calculations with the calculator. Moreover, you can save the numbers in the calculator memory and recalls it from the memory.

1 Rotate the Jog Dial™ navigator to select the Calculator icon and press the Jog Dial™ navigator on the Application Launcher screen.

The Calculator application starts.



Tip

You can also tap the Calc icon to start the application.

2 Perform calculations.

To use the Calculator, tap the numbers or symbols on the screen with the stylus or fingertip.

The functions of the Calculator buttons

The calculator has several buttons to help you perform calculations.

CE	Clears the last number you entered. Use this button if you make a mistake while entering numbers. This button enables you to re-enter the number without starting over the calculation.
C	Clears the entire calculation and enables you to start a new calculation.
+/-	Toggles the current number between positive and negative. If you want to enter a negative number, enter the number and then tap the +/- button.
M+	Adds the current number to the total value in the memory. Each number you enter with the M+ button is added to the total value stored in the memory. The number to be added can be either a calculated value or the number you entered by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into the memory until it is recalled.
MR	Recalls the total value stored in the memory and inserts it in the current calculation.
MC	Clears any value that is stored in the Calculator memory.
$\sqrt{}$	Calculates the square root of the entered number. Tap the button after entering the number.

Using the Calculator menus

Edit menus

Copy, Paste	Copies values from Calculator and pastes it into another application. You can also paste numeric values you copied from another application such as Memo Pad into Calculator.

Options menus

Recent Calculations	You can review the last series of calculations. It is convenient when you want to view the calculations later.
About Calculator	Shows the version information for the Calculator application.

Using the Find option

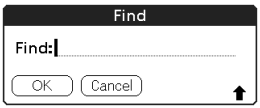
You can find records, such as Date Book, Address Book, To Do List, or Memo Pad data, in your CLIÉ handheld by entering the whole word or first few letters. The search results are displayed by application basis. This feature is convenient when you do not remember which application you used to create a record you search for.

Note

The Find option is not compatible with certain application data.

1 Tap the Find icon.

The Find dialog box is displayed.



2 Enter the text you want to find.

You can enter letters, symbols, or numbers.

3 Tap **OK**.

The **Find** option starts to search and displays the list of search results. The attached comments added to each data are also searchable.

Continued on next page

4 Tap the data you want to view in the list of search results.
The application associated with the data automatically starts to open the data.

To stop searching

Tap **Stop** and **Exit**.

To resume the search, tap **Find More**.

Note

The Find option is not case sensitive; searching for “sony” also finds “Sony.”

Tip

Select text in an application prior to tapping the Find icon to automatically place the text in the **Find** dialog box.

Backing up your Sony CLIÉ™ Handheld data

This chapter explains how to take the back up of your CLIÉ handheld data.

Backing up your Sony CLIÉ™ Handheld data . . 150
Backing up data to your computer through a HotSync® operation 150
Backing up data to a “Memory Stick” media using the Memory Stick Backup application 151

Backing up your Sony CLIÉ™ Handheld data

You can create backup of your CLIÉ handheld data by one of the following methods:

- Back up data to your computer through a HotSync® operation
- Back up data to a "Memory Stick" media using the Memory Stick Backup application

Backing up data to your computer through a HotSync® operation

By the default settings, you can back up the following data to your computer through a HotSync® operation:

- Memo Pad data files
- Address Book data files
- To Do List data files
- Date Book data files
- Preferences data files
- Application files that have been installed using a HotSync® operation
- User information files to perform a HotSync® operation

When the HotSync® operation is performed, the backup data is compared with the data in your computer, and the newer one becomes effective. If you perform a hard reset, all data stored in your CLIÉ handheld are erased and the initial status will be restored. In such a case, you can restore the backup data from your computer that was created through the previous HotSync® operation.

Notes

- The following applications or data cannot be backed up through a HotSync® operation.
  - Applications or data transferred from a "Memory Stick" media or beamed
  - Certain applications or driver files added later, or certain data in an application

  For details on applications that cannot be backed up, refer to manuals for each application.

  When you want to make a complete backup, use the Memory Stick Backup application.
- If you customize settings in the Change HotSync Action dialog box, you may not be able to create a back up file. You cannot back up an application or restore its data if an option other than "Synchronize the files" is selected. For details, refer to "Customizing HotSync® application settings (Conduit)" on page 97.

Backing up data to a “Memory Stick” media using the Memory Stick Backup application

With the Memory Stick Backup application, you can back up the following applications and data to a “Memory Stick” media.

- Memo Pad data files
- Address Book data files
- To Do List data files
- Date Book data files
- Preferences data files
- Add-on application files

1 Insert a “Memory Stick” media into your CLIÉ handheld.

2 Tap the Home icon.

3 Rotate the Jog Dial™ navigator to select the MS Backup icon and press the Jog Dial™ navigator.
The Memory Stick Backup application starts.

4 Tap Backup icon.
The **Backup All Files** dialog box is displayed.

5 Tap **OK**.
The **Backup Progress** screen is displayed.
General information of the back up (date, size, and number of database) is displayed in the list.

Notes

- When you create backup data of your CLIÉ handheld in a “Memory Stick” media, the size of the backup data may become larger than the size of original data.
- Do not back up when free memory space in your CLIÉ handheld is insufficient. This may cause an improper restore.

Continued on next page

Tips

- The back up will be finished within a few minutes.
- In step 4, you can also select an existing file from the backup list then tap Backup to overwrite it.
- The data size displayed in the list shows the size of the applications and data stored in CLIÉ handheld.
- "Number of database" shows the number of applications and data that have been backed up.
- If a backup file in a "Memory Stick" media has been updated using the CLIE Files application, the file may not be backed up or restored properly.

To delete a backup file from the "Memory Stick" media

Select the backup data you want to delete in the Backup list, and tap **Delete**.

Restoring backup data and applications to your CLIÉ handheld

Notes

- When you restore backup data and applications to your CLIÉ handheld, the data currently saved in your CLIÉ handheld will be overwritten with the backup data. Any data created or edited after you saved the backup will be deleted.
- You can only restore data to the CLIÉ handheld from which you took that backup.

1 Perform a hard reset on your CLIÉ handheld.

➔ For details on a hard reset, refer to "Basic operations of your Sony CLIÉ™ Handheld: Resetting your Sony CLIÉ Handheld" in "Read This First (Operating Instructions)."

2 Insert the "Memory Stick" media containing the backup files into your CLIÉ handheld.

3 Tap the Home icon.

4 Rotate the Jog Dial™ navigator to select the MS Backup icon and press the Jog Dial™ navigator.

The Memory Stick Backup application starts up and the back-up list appears.

5 Tap the backup data you want to restore from the list.

Continued on next page

6 Tap the Restore icon.
The **Restore All Files** dialog box is displayed.

7 Tap **OK**.
The **Confirm Restore** dialog box is displayed.

8 Tap **OK**.
The **Restore Process** dialog box is displayed.
If there are initial data automatically created by each application when you performed a hard reset or if there are data created or updated after a hard reset, the Overwrite Confirm dialog box is displayed. Tap **Yes** to overwrite, tap **Yes to All** to overwrite all data, or tap **No** to leave the data.
When the backup data is restored, the CLIÉ handheld shuts down and restarts automatically.

Tip

To select backup data by file, use the **Copy** feature in the CLIE Files application. For details on how to use CLIE Files application, refer to page 128.

Protecting your data with a password

This chapter explains how to manage your personal details using the various applications of your CLIÉ handheld and how to protect your data with a password.

Entering personal information 155
When you have already assigned a password to protect your data 156
Locking your CLIÉ handheld with a password (Data protection) 157
Turn off your CLIÉ handheld after locking . . . 157
Setting your CLIÉ handheld to be locked automatically 159
Protecting data 160
Assigning a password 160
Changing or deleting a password 161
Hiding or masking private data 162

Entering personal information

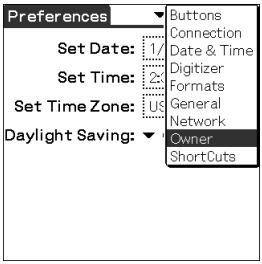
You can enter personal information such as name, company name and telephone number in your CLIÉ handheld. If you assign a password, the personal information will be displayed when the CLIÉ handheld is turned on next time.

1 Rotate the Jog Dial™ navigator to select the Preferences icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **Preferences** screen is displayed.

Tip

You can also tap the Preferences icon to display the **Preferences** screen.

2 Tap the arrow in the upper right on the Preference screen and select **Owner**.
The **Owner preferences** screen is displayed.



3 Enter your personal information.
When character strings that are entered do not fit within the screen, the scroll bar is displayed at the right of the screen.

When you have already assigned a password to protect your data

As the information is already protected, the personal information cannot be entered or edited. Follow the steps below to unlock the protection to enter/edit personal information.

1 Rotate the Jog Dial™ navigator to select the Prefs icon and press the Jog Dial™ navigator on the Application Launcher screen.
The **Preferences** screen is displayed.

Tip

You can also tap the **Prefs** icon to display the **Preferences** screen.

2 Tap the arrow in the upper right on the **Preference** screen and select **Owner**.
The **Owner preferences** screen is displayed.

3 Tap **Unlock**.
The **Unlock Message** screen is displayed.

4 Enter the assigned password and tap **OK**.

Locking your CLIÉ handheld with a password (Data protection)

You can lock your CLIÉ handheld by assigning a password. Your CLIÉ handheld requires a user to enter the password when it is turned on.

Note

To start your CLIÉ handheld when it is locked, it is necessary to enter the correct password. If you forget the password, you need to perform a hard reset. However, performing a hard reset deletes all your data in your CLIÉ handheld. (By performing a HotSync® operation, you can restore the backup data in your computer.)

➡ For details on how to reset your CLIÉ handheld, refer to "Basic operations of your Sony CLIÉ™ Handheld: Resetting your Sony CLIÉ Handheld" of "Read This First (Operating Instructions)."

Turn off your CLIÉ handheld after locking

This feature locks and turns off your CLIÉ handheld. To start your CLIÉ handheld, it is necessary to enter the correct password.

1 Perform a HotSync® operation between your computer and CLIÉ handheld to create a backup data of your CLIÉ handheld in your computer.

For details on the HotSync® feature, refer to "Backing up data to your computer through a HotSync® operation" on page 150.

2 Follow "Assigning a password" on page 160 to assign a password.

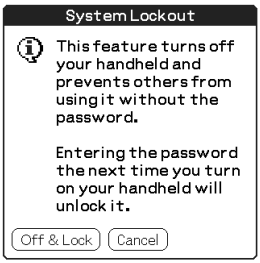
Continued on next page

3 Rotate the Jog Dial™ navigator to select **Security** and press the Jog Dial™ navigator, on the Application Launcher screen.
The **Security** screen is displayed.

Tip

You can also tap the Security icon to display the **Security** screen.

4 Tap **Lock & Turn OFF**.
The **System Lockout** screen is displayed.


System Lockout
This feature turns off your handheld and prevents others from using it without the password.
Entering the password the next time you turn on your handheld will unlock it.
Off & Lock
Cancel

5 Tap **Off & Lock**.
Your CLIÉ handheld turns off and locks.
To start your CLIÉ handheld, it is necessary to enter the correct password.

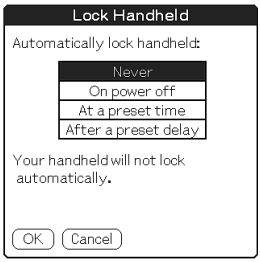
Setting your CLIÉ handheld to be locked automatically

You can set a time for your CLIÉ handheld to be locked automatically.

1 Follow steps one through three of “Turn off your CLIÉ handheld after locking” on page 157.
The **Security** screen is displayed.

2 Tap **Never**.
The **Password** screen is displayed.

3 Enter the password and tap **OK**.
The **Lock Handheld** screen is displayed.



4 Tap your choice from the list on the **Lock Handheld** screen.

- **Never**: Your CLIÉ handheld is not locked automatically.
- **On power off**: Your CLIÉ handheld is locked when it is turned off.
- **At a preset time**: Set a time for your CLIÉ handheld to be locked automatically.
- **After a preset delay**: Set a time for your CLIÉ handheld to be locked automatically if it is inactive for a preset time.

5 Tap **OK**.

Protecting data

You can protect your data from unauthorized users by assigning a password. Additionally, you can create your private data that cannot be displayed in the normal condition irrespective of whether the password is entered or not.

Assigning a password

You can assign a password to protect your private data or to lock your CLIÉ handheld.

1 Rotate the Jog Dial™ navigator to select **Security** and press the Jog Dial™ navigator on the Application Launcher screen.
The **Security** screen is displayed.

Tip

You can also tap the Security icon to display the **Security** screen.

2 Tap **-Unassigned-**.
The **Password** dialog box is displayed.

3 Enter a password.

4 Tap **OK**.
The **Password Confirm** dialog box is displayed.

5 Enter the password once again to verify it and tap **OK**.
Your password is assigned and **-Assigned-** is displayed in step 2.

Continued on next page

Tip

In step 3, you can enter a hint to remember your password. The hint will be displayed to remind you the correct password when you enter the incorrect password.

Changing or deleting a password

You can change or delete the assigned password.

1 Rotate the Jog Dial™ navigator to select **Security** and press the Jog Dial™ navigator on the Application Launcher screen.
The **Security** screen is displayed.

Tip

You can also tap the Security icon to display the **Security** screen.

2 Tap **-Assigned-**.
The **Password** dialog box is displayed.

3 Enter the current password and tap **OK**.
The **Password** dialog box is displayed.

4 Enter a new password and tap **OK**.
To delete the password, tap **Unassign**.

If you forget your password

If you forget your password, you can delete it forcibly. However, note that deleting the password forcibly also deletes all your private data. (If you perform a HotSync® operation to synchronize with your computer, you can restore your private data that has been backed up.)

1 In step 2, tap **Lost Password**.
The **Delete Password** dialog box is displayed.

2 Tap **Yes**.
Your password and private data are deleted.

Hiding or masking private data

You can set to hide or mask your private data in applications such as Address Book or Memo Pad. To view the private data, you need to enter the password. Even if the data is invisible, it is saved.

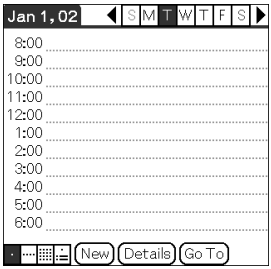
1 Rotate the Jog Dial™ navigator to select **Security** on the Application Launcher screen.
The **Security** screen is displayed.

Tip

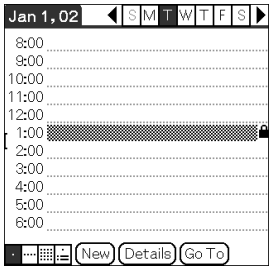
You can also tap the Security icon to display the **Security** screen.

2 Tap the arrow ▼ next to **Current Privacy** to select **Mask Records** or **Hide Records**.
The **Mask Records** screen or **Hide Records** screen is displayed.

3 Tap **OK**.
The private data becomes invisible.



When you select Hide Records



When you select Mask Records

Enhancing features with add-on applications

This chapter explains how to enhance features of your CLIÉ handheld by installing applications from your computer, Internet and “Memory Stick” media.

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Installing applications in a “Memory Stick” media. 167

Installing from the Internet 167

Deleting the installed add-on applications . . . 168

Enhancing features with add-on applications

To install the applications from the supplied CD-ROM, refer to “Using applications” of “Read This First (Operating Instructions).”

You can enhance the features of your CLIÉ handheld by installing applications such as games or other software that run on Palm OS (Add-on applications). For the latest information on the applications that can be used in your CLIÉ handheld, please refer to the CLIÉ web site.

Note

As all the add-on applications installed in your CLIÉ handheld are temporarily saved in the memory, all the add-on applications will be deleted when a hard reset is performed. In such a case, you need to reinstall them in your CLIÉ handheld.

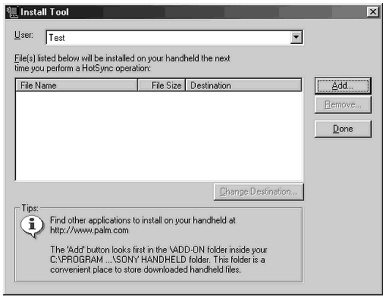
Installing from your computer

You can install the applications of your computer into your CLIÉ handheld or "Memory Stick" media inserted in your CLIÉ handheld.

For details on how to install the applications that are supplied with your CLIÉ handheld, refer to "Using applications" of "Read This First (Operating Instructions)."

1 Double click the Palm™ Desktop for CLIÉ icon on your Windows desktop.
You can also click **Start**, **Programs** (**All Programs** for Windows XP), **Sony Handheld**, and **Palm™ Desktop for CLIÉ** in Windows.
The Palm™ Desktop for CLIÉ software starts.

2 Click **Install**.
The **Install Tool** screen is displayed.


Install Tool
User:
Test
File(s) listed below will be installed on your handheld the next time you perform a HotSync operation:
File Name
File Size
Destination
Add...
Remove...
Done
Change Destination...
Tips:
Find other applications to install on your handheld at http://www.palm.com
The 'Add' button looks first in the \ADD-ON folder inside your C:\PROGRAM ...\SONY HANDHELD folder. This folder is a convenient place to store downloaded handheld files.

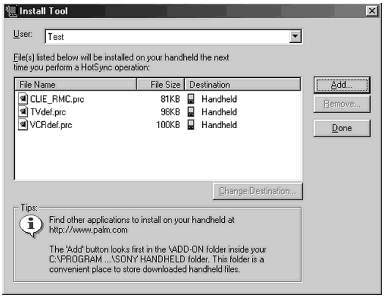
3 Select the user from the **User** selector.

4 Click **Add**.
The **Open** dialog box is displayed.
The supplied applications are saved in the folder: Program Files/Sony Handheld/Add-on.

Continued on next page

5 Select applications you want to install from the folder and click **Open**.

A list of the selected applications is displayed on the **Install Tool** screen. Click Remove to delete applications that you do not want to install. The applications will be deleted from the list, but not from your computer.



6 Click **Done**.

The **confirmation** screen is displayed.

7 Click **OK**.

8 Perform a local HotSync® operation.

Installs the applications selected in step 5 into your CLIÉ handheld or the "Memory Stick" media.

➡ For details on local HotSync®, refer to "Performing a Hotsync® operation" on page 60.

Displaying the Install Tool screen directly from the Start menu in Windows

To display the **Install Tool** screen, click **Start**, **Programs** (**All Programs** for Windows XP), **Sony Handheld**, and **Installation Tool**. You can also double-click files that can be installed such as .prc or .pdb format files.

Installing applications in a “Memory Stick” media

The applications can be installed in “Memory Stick” media by the following methods.

- Install an application directly into “Memory Stick” media from your computer using the Memory Stick Import/Memory Stick Export application.
- After step 5 of “Installing from your computer,” click Changing the installation destination. Select the application and click either >> or << to specify “Memory Stick” media for the location to save the application.

Notes on installing applications in “Memory Stick” media:

In some applications, related files such as image files or movie files cannot be opened (played back).

In the procedure mentioned above, select “Memory Stick” media and install the data or application into the “Memory Stick” media by a HotSync® operation. They are installed in **/PALM/Launcher** folder. Some applications from Sony only support data in the designated folder. The data installed in **/PALM/Launcher** folder in a “Memory Stick” media by a HotSync® operation cannot be displayed in those applications.

In such a case, delete those data or applications from the “Memory Stick” media with the CLIE Files application.

Installing from the Internet

You can download applications from the CLIÉ Website (http://www.sony.com/clie/) and install them in your CLIÉ handheld.

1 Download the applications you want to install in your computer, from the Internet.

2 Follow the instructions such as a Readme file to install the downloaded application in your CLIÉ handheld.
If there are no specific instructions, double click the downloaded PRC format (.prc) file and perform step 6 through 8 of “Installing from your computer” on page 165.

Deleting the installed add-on applications

Tip

You can only delete the applications that you installed yourself. Default applications such as Address Book, Memo Pad cannot be deleted.

1 Tap the Home icon.

2 Tap the Delete icon.
The **Delete** dialog box is displayed.

Tip

You can also delete an application by dragging an icon and dropping it over the Delete icon on the CLIE Launcher screen when the **Use Drag&Drop** check box on the **CLIE Launcher Preferences** screen (page 26) is on.

3 Tap the arrow ▼ next to delete source to select **Handheld** or **Card**.

4 Tap the application you want to delete and tap **Delete**.
The confirmation message appears.

5 Tap **Yes**.
The application selected in step 4 will be deleted.
To cancel deleting, tap **No**.

6 Tap **Done**.
The Application Launcher screen is displayed.

Using data with another Sony CLIÉ™ Handheld

This chapter explains how to transfer data from your CLIÉ handheld to other CLIÉ handhelds.

Using data with another Sony CLIÉ™ Handheld 170
Transferring data using the Palm™ Desktop for CLIÉ software 170

Notes

- You cannot transfer data from another CLIÉ handheld with the Memory Stick Backup application.
- Some third-party applications may operate only on your old CLIÉ handheld. For details, contact the application manufacturer.

Transferring data using the Palm™ Desktop for CLIÉ software

For the data of the basic Palm OS® applications such as Address Book, Memo Pad, To Do List, and Date Book, you can use the Palm™ Desktop for CLIÉ software to transfer data from your old CLIÉ handheld to new CLIÉ handheld by exporting and importing data.

Before you start transferring data, you need to perform a HotSync® operation between your previous CLIÉ handheld and the Palm™ Desktop for CLIÉ software for your new CLIÉ handheld using a new user name you have never used. After performing a HotSync® operation following "Exchanging and updating data using a HotSync® operation" on page 58, follow the steps below.

1 Double click the Palm™ Desktop for CLIÉ icon on your Windows desktop.
You can also click **Start**, **Programs** (**All Programs** for Windows XP), **Sony Handheld**, and **Palm™ Desktop for CLIÉ** in Windows.
The Palm™ Desktop for CLIÉ software starts.

2 Click the user name of your previous CLIÉ handheld from the User name list at the upper right of the screen.

3 Click the icon of the application you want to copy.

4 Click **Export**, from the **File** menu.

5 Enter the file name and click **Export**.
The data of your old CLIÉ handheld is exported.
Change the location to save the application if necessary.

6 Repeat step 3 through 5 to export data of other applications.

Continued on next page

7 Click the user name of your new CLIÉ handheld from the User name list at the upper right of the screen.

Tip

If you have never performed a HotSync® operation with your new CLIÉ handheld, select Users from the Tools menu. Click New in the **Users** screen and enter a new user name.
Then select the user name you just entered.

8 Click **Import**, from the **File** menu.

9 Select the files you have exported in step 3 through 6 and click **Open**.

10 Perform a HotSync® operation.
The data exported from your old CLIÉ handheld is copied onto your new CLIÉ handheld.

Do not perform a HotSync® operation with the same user name in other CLIÉ handhelds

If a HotSync® operation between your new CLIÉ handheld and the Palm™ Desktop for CLIÉ software for your old CLIÉ handheld is performed with the user name that has been being used, the setting information that are specific to the old CLIÉ handheld will be transferred with the data and some problems may arise. If you try performing a HotSync® operation in the same way with your old CLIÉ handheld, problem may also arise. Do not transfer data by this method.

The screen to select the user name is displayed when performing a HotSync® operation in your CLIÉ handheld

Please enter a name that is different from the user name of the CLIÉ handheld that is being used. If the same user name is used, the Palm™ Desktop for CLIÉ software will not recognize your CLIÉ handheld properly and the data of the respective models will be mixed or deleted.

Moreover, if you copy UnsavedPreference from another CLIÉ handheld to your CLIÉ handheld, you will not be able to manage your CLIÉ handheld with another name since the user name is also copied.

Note on performing a HotSync® operation in another CLIÉ handheld

When using another CLIÉ handheld, install (Over write) Palm™ Desktop for CLIÉ software that is supplied with the newly purchased CLIÉ handheld without deleting the Palm™ Desktop for CLIÉ software that is being used, from your computer.

The new Palm™ Desktop for CLIÉ software will be installed after uninstalling old software except for the necessary features for another CLIÉ handheld.

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For the latest information on support
and accessories,
check our official Sony CLIÉ Web site

http://www.sony.com/clie/